Mindful Career Services

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Overview of iSchool Career Services

- Drop-in workshops during orientation and for intro course
- Video tutorials and written guides (ex. Writing Effective Cover Letters)
- Career Toolkit (private website with vetted resources)
- 1 credit course on preparing for the job search and completing the ePortfolio
- Individual sessions with students on internships, job search, resumes, cover letters, interview prep, offer negotiations
How It Started

Career services when I got there...

- MA Students (online and on-campus programs)
- Post-Great Recession job market
- Freestanding optional events during lunch and evening hours
- Email jobs list
Improvements to Career Services

- Changed the jobs email list to Wordpress blog
- Shifted from optional events to one shot workshops in required courses
- Designed the Career Toolkit
- Started co-teaching a course in 2017
- Expanded individual services provided
Three Strategies I Employed

1. Determine the scope and boundaries of what you can and are willing to provide
2. Begin with the area of greatest need
3. Leverage existing content and resources
1-How to Determine Scope and Boundaries

Questions to ask...

- What percentage of my job can be dedicated to career services?
- What support and resources are offered to me by my program?
- What level of interest do I have in providing career services?
2 - Start with the Area of Greatest Need

Ways to determine the greatest need...

- Focus groups
- One-to-one interviews with students
- Surveys
3–Leverage Existing Content and Resources

EXAMPLES

- Graduate School Professional Development Website
- SuccessWorks Website (L&S Career Services)
- UW Madison Libraries Catalog
- Badger Bridge
- Handshake
- LinkedIn Learning
- External sites
Welcome to the iSchool Career Toolkit for Students and Alumni!

Consider this site your starting point for tried and tested career-related resources and topics including: career planning, networking, resumes, cover letters, interviewing and job offer negotiation. This Toolkit was designed specifically for current students and alumni to help you achieve your professional goals. If you are an iSchool Alum, your NetID still works to access this site! If you have questions about the site or have suggested resources to add, please feel free to email Tanya Hendricks Cobb at tcobb@wisc.edu

In addition, here is a brief list of career resources and services offered by the iSchool and UW-Madison.
Making The Match
How to introduce yourself to potential employers.

+ Writing Cover Letters
+ Building Your Resume
+ Creating a Portfolio
+ Preparing for an Interview
+ Sample Interview Questions
+ Preparing the Job Talk (presentations as part of interviews)
+ Successful Samples

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Building Your Resume

For print and e-books on cover letters, please see the iSchool Library Career Guide.

Resume Help

First, review L&S Success Works guide to the basics of resume writing at:

Resume Tips, Samples & Critique Appointments

Keep in mind that the sample resumes used by L&S Success Works skew a bit towards recent undergrad LIS students to make sure you are on the right track. However their guide to writing effective bullet point techniques and soon you will be taking the bullet points on your resume from good to great!

- Your Résumé vs. Oblivion
  Tips for getting your resume “screened in” by auto review software
Paying It Forward

Feel free to reach out --tcobb@wisc.edu