

# Highlander Transfer Orientation

careers.ucr.edu  
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.



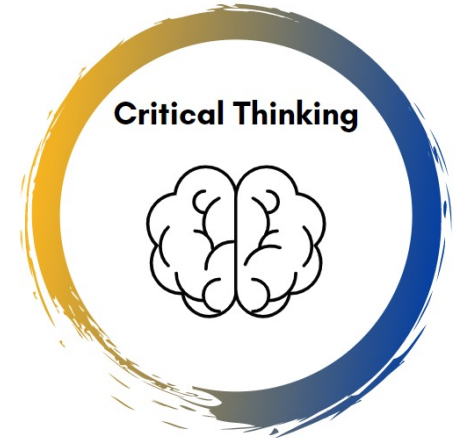
# Agenda

- Career Readiness Competencies
- Career Center Services & Resources
- Transfer Career Plan





# NACE CAREER READINESS COMPETENCIES



*Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.*



# National Association of Colleges and Employers Job Outlook 2024

**Figure 1**  
Attributes Employers Seek on a Candidate's Resume

Attribute	% of Respondents	Attribute	% of Respondents
Problem-Solving Skills	88.7%	Interpersonal skills	58.2%
Ability to work in a team	78.9%	Computer skills	54.6%
Communication Skills (written)	72.7%	Leadership	52.1%
Strong work ethic	71.6%	Organizational ability	44.8%
Flexibility/Adaptability	70.1%	Strategic planning skills	34.5%
Communication skills (verbal)	67.5%	Friendly/outgoing personality	25.8%
Technical skills	67.0%	Creativity	21.6%
Analytic/quantitative skills	66.0%	Tactfulness	21.1%
Initiative	65.5%	Entrepreneurial skills/risk-taker	18.6%
Detail-oriented	61.3%	Fluency in a foreign language	5.2%



National Association of  
Colleges and Employers

Source: Job Outlook 2024, National Association of Colleges and Employers

# The UCR Career Center

We serve as the GPS. Students decide and we show them the directions of how to get there.

Our goal is to show students options based on their interests, values, skills, and personality preferences.

In the end, they're the driver; it's their decision. We provide guidance to help them see the bigger picture.



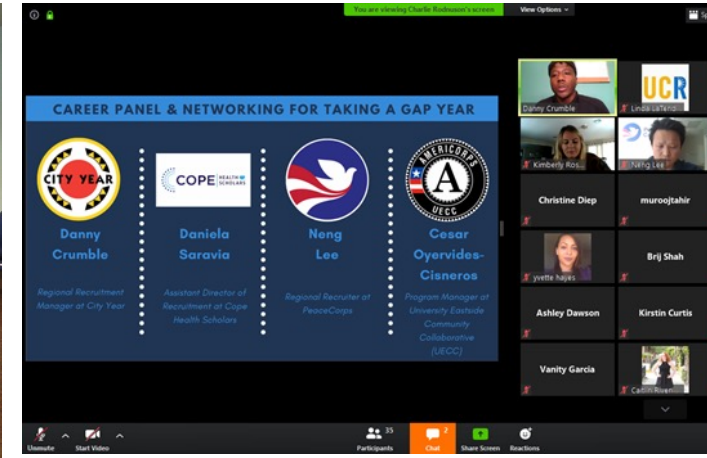


# Career Center Services

# Our Services

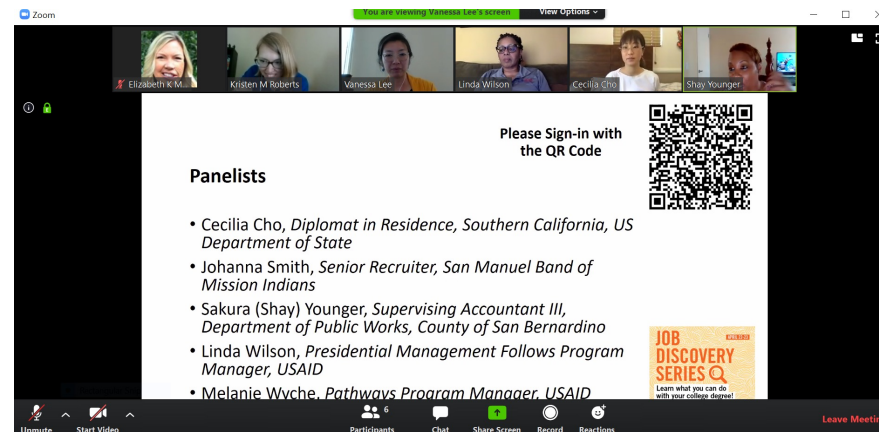
## Counseling

- Career Planning/Assessments
- Skill Building Workshops
- Graduate School Planning
- Resume/Interview Preparation
- Career Development Programs



## Networking

- Employer Panels, Major Events and Networking Events
- Multiple Career Fairs
- On-Campus Interviews
- Online Job and Internship Resources
- Employer Visits





# Career Center Website & Handshake







## Career Center Services Updates

Career Center services - including Drop-In Advising, one-on-one appointments, and workshops will all be offered virtually and in person.

For incoming 1st year and transfer students, you will be able to use [Handshake](#) as a profile has been created for you 2 weeks after you've submitted your Letter for Intent to Register. You will need to use your NetID & password to log into your [Handshake](#) account. Please **DO NOT** create your own Handshake account.

EMPLOYERS

GRADUATE STUDENTS

STUDENTS

PARENTS & FAMILY

ALUMNI

FACULTY & STAFF

# Drop-In Sample Schedule:

- Visit the Career Center website:  
<https://careers.ucr.edu/>
- Scroll down to view the Drop-In Career Advising Schedule  
<https://careers.ucr.edu/about-us/make-an-appointment#Drop-in>
- No appointment needed!

## Drop-In Advising Schedule

05/22-05/26	Monday	Tuesday	Wednesday	Thursday	Friday
10-11am					
11am-12pm	Peer Advisor - Brenda Drop-in, sign up @Career Center	Peer Advisor - Phoebe Drop-in, sign up @Career Center			Peer Advisor - Manny Drop-in, sign up @Career Center
12-1pm	Peer Advisor - Brenda Drop-in, sign up @Career Center			Peer Advisor - Phoebe Drop-in, sign up @Career Center	
1-2pm			Peer Advisor - Grayson Drop-in, sign up @Career Center		
2-3pm	Graduate Peer Advisor - Songling Virtual Drop-in, sign up @Handshake	Peer Advisor - Brenda Drop-in, sign up @Career Center	Peer Advisor - Manny Drop-in, sign up @Career Center	Peer Advisor - Donna Drop-in, sign up @Career Center	
3-4pm				Peer Advisor - Grayson Drop-in, sign up @Career Center	

# Career Fairs

## Prepare for the Fair

+ Virtual Fairs via Handshake

— In-Person Fairs

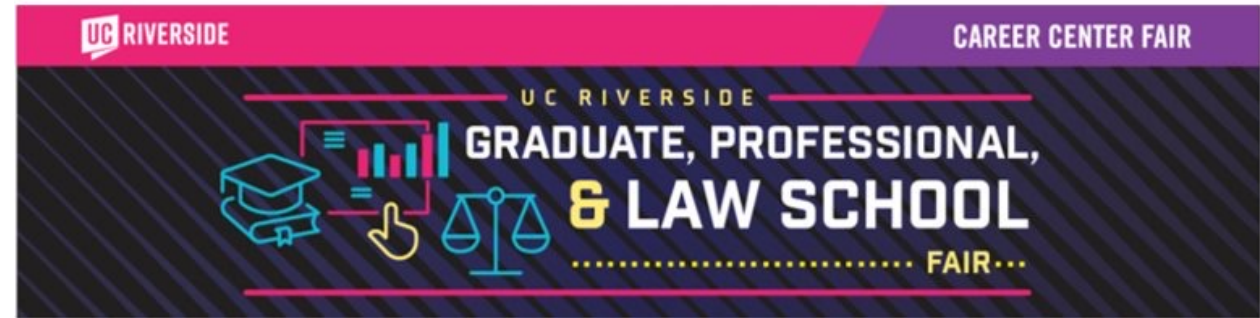
Career or Graduate School Fairs are an opportunity to meet representatives, many of whom are alumni, who are interested in connecting with you about their opportunities. Treat this like a networking opportunity and an opportunity to expand your network, identify job and internship openings, and/or secure an interview. Here are a few tips to help you prepare for the In-person Fair:

- **Research the organization** and opportunities before attending the fair. Mention your research as you ask questions.
- **Dress professionally.** Employers will make decisions based on professional appearance. Looking for professional attire? Visit the [R'Professional Career Closet](#) during open hours for 3 FREE professional attire items each quarter.
- **Polish up your resume** and print an appropriate amount of copies for the fair.
- **Make a strong first impression.** When meeting employers, introduce yourself, make eye contact, state your purpose, ask questions, listen and act professionally.
- **Communicate your interest.** State the type of position that interests you. Doing research in advance, such as job descriptions and open positions, can help develop targeted questions.
- **Expand your focus.** Approach employers that appear unrelated to your major. A technical company may have openings in human resources, marketing, public relations or accounting. Employers do look for candidates with a strong liberal arts background and internship experience.
- **Highlight your strengths.** Be prepared to discuss your qualifications that are most related to the job. Include clear, concise examples to demonstrate your qualifications. Practice your verbal presentation, or otherwise known as your "[30-second elevator pitch](#)", so you can approach employers with confidence.

## In-person Fair Resources

- Meet with a Career Counselor by setting up an [appointment on Handshake](#)
- Sign up for a 15-minute [Express Career Advising appointment](#)
- Attend a [Career Workshop](#)
- Gain Tips through our Online Resource Hub
  - How to Make a Great First Impression at a Career Fair - [LINK](#)
  - Networking your Way to a Job - [LINK](#)
  - Interview Skills - [LINK](#)
  - Salary Negotiation - [LINK](#)
  - Resume – Everything you need to know - [LINK](#)

## Video Resources



# Career Development Programs for Special Populations

## Get Community Support



### Guiding You to Career Success

UCR's Career Center partners with many other departments to offer a variety of programs to assist all students on their career path, providing guidance on resume writing, job searching and interviewing. The Career Center also provides specialized programming for underrepresented student groups, including students with disabilities (ASPIRE), first-generation college students (ORBITS), undocumented students (Butterfly Project), and student veterans (Operation VETS). Click on the name of the program to learn more about the program and who to contact.

[ASPIRE](#)

[Butterfly Project](#)

[Operation VETS](#)

[ORBITS](#)

# R' Professional Resources

## R'Professional Career Closet



## The R'Professional Career Closet is open in the Bear's Den

The Career Center and ASUCR have joined forces to offer professional wear to students through the R'Professional Career Closet. The R'Professional Career Closet was designed to provide students with the tools to prepare for the workforce through creating access to professional attire for interviews, career fairs, and/or networking events. Our goal is to prepare UCR students to be competitive as they transition from education to employment by eliminating any and all barriers. Come visit the R'Professional Career Closet located in the Bear's Den (HUB 105) during our open hours.

## Spring 2023 Hours

Mondays, 10:30 AM – 1:30 PM  
Tuesdays, 10:30 AM – 1:30 PM  
Wednesdays, 10:30 AM – 1:30 PM  
Thursdays, 10:30 AM – 1:30 PM

## How it Works

R'Professional Career Closet is available to current UCR students during the academic year. Students can select up to 5 items per quarter (or one outfit). These items come of no charge to students when they present their student ID during their visit. The R'Professional Career Closet team is there to help you tie a tie, coordinate an outfit, or help shop!

COMMUNITY PARTNER DONATION REQUEST

## R'Professional Photo Booth



The R'Professional Photo Booth is now open at the Career Center starting May 8, 2023!

We are pleased to announce that through the generous donation of [Enterprise Holdings](#), the Career Center will be launching our very own R'Professional Photo Booth for our students to use for professional headshots. The R'Professional Photo Booth will be hosted at the UCR Career Center, and will be available as a drop-in service beginning Monday, May 8th.

## Drop-In Hours

Monday - Friday, 11:00 AM – 3:00 PM

Career Center (1st Floor Bookstore)

## How it Works

Students do not need an appointment, but can come to the Career Center and check-in with our front desk during drop-in hours. Students will be directed to the R'Professional Photo Booth station, and will have up to 10 minutes to complete their session. This station will have self-serve instructions provided.

The R'Professional Photo Booth provides background options and some basic editing tools such as filters, crops, and margin colors. Students will be given the option to scan their images to their phone, email the images to themselves, or even share them on social media.

Student group requests will be made available at a later date. For large groups, virtual booth links are a great option and can be made available by request only. Students can take headshots through any device: iOS, Android, or even a laptop without needing to install any software.

# Handshake



- Jobs
- Events
- Employers
- Inbox
- Career center



Make your profile more complete by adding information from your past applications to **Education, Work & Volunteer Experience,** and **Skills.**

[Remind me later](#)

[Review](#)



**Jordan Law**

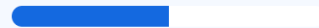
University of California,  
Riverside (UCR)

Bachelors, Business Economics

Graduates June 2024

Senior • GPA: 3.86

Your profile is 50% complete



[Add Skills](#)

[Add Documents](#)

[Add Courses](#)

[Add Profile Picture](#)

## My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

## Education



**University of California, Riverside (UCR)** primary education

Bachelors, College of Humanities Arts and Social Sciences

Sep 2020 - Jun 2024

**Major in** Business Economics

**Minor in** Mathematics

**Cumulative GPA:** 3.86



**Arcadia High School**

High School

Aug 2016 - Jun 2020

**Cumulative GPA:** 3.69



**Nation Salary Mean of College Graduates**



[Add](#)

# Recommendations:



1. Students check-in with their career specialist at least once a quarter
2. Students attend a career fair at least twice a year
3. Students participate in three career readiness workshops throughout the year
4. Incoming students should follow our 1<sup>st</sup> Year Career Plan found here: <https://careers.ucr.edu/resources/career-planning/college-specific-milestones>

## **KNOW YOURSELF**

Identify your values, interests, personality type, skills and strengths.

## **EXPLORE OPTIONS**

Research career options.

# Career Decision Making Model

KNOW YOURSELF

EXPLORE OPTIONS

TAKE ACTION

GAIN EXPERIENCE

Further develop your skills, network and job search strategy.

Reality-test fields of interest.

## **TAKE ACTION**

## **GAIN EXPERIENCE**





# What You'll Learn Today

At the end of this workshop, you will be able to...



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Describe different opportunities to gain experience



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Identify ways to get involved on campus



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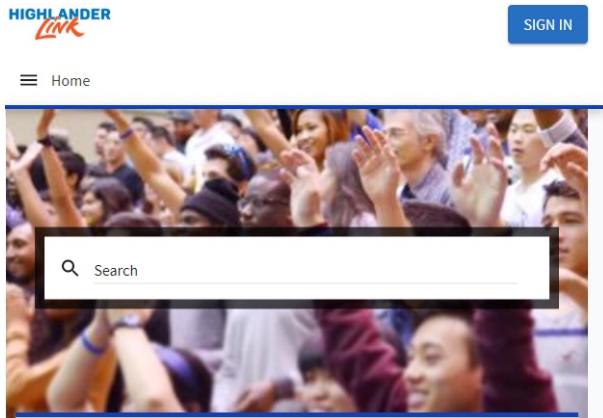
List what to consider when thinking about graduate or professional school





Get Involved

# Get involved



## Highlander Link

Over 500 organizations – academic, professional, and personal interests



## Transfer Student Services


Lounge, ARC's Transfer Success Program, ASUCR's Transfer & Non-Traditional Student Committee



## Career Center

Attend events, meet your Career Specialist, or join one of our Career Development Programs





# Build Your Resume Writing & Interviewing Skills

# Build your resume writing and interviewing skills

## Get started

Attend the *Resume Writing and Ace the Interview* workshops

Review resume samples at [careers.ucr.edu](https://careers.ucr.edu)

## Take it to the next level

Get your resume reviewed by your Career Specialist

Continue adding to it as you gain experience

Practice your interviewing using StandOut

## Put your resume to use

Upload your resume to Handshake and start applying





# Gain Experience & Network

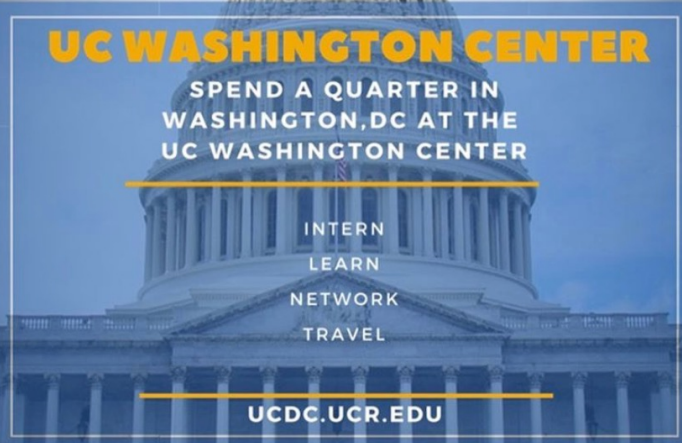

# Gain experience

## Undergraduate Research Portal and Opportunities

### uResearch Portal

The uResearch Portal is a one-stop shop for students to find opportunities to participate in faculty-mentored research, scholarship, and creative activities. The portal also allows faculty to advertise, track, manage applications, and select students for research roles. All disciplines are represented and opportunities come in a combination of options for students to get course credit, be paid, and/or gain volunteer experience.

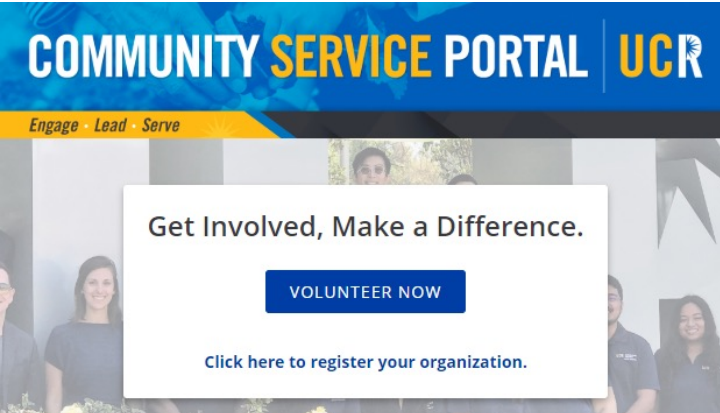
[GO TO THE PORTAL](#)



**UC WASHINGTON CENTER**  
SPEND A QUARTER IN  
WASHINGTON, DC AT THE  
UC WASHINGTON CENTER

INTERN  
LEARN  
NETWORK  
TRAVEL

[UCDC.UCR.EDU](http://UCDC.UCR.EDU)



**COMMUNITY SERVICE PORTAL** | UCR

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Get Involved, Make a Difference.

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[Click here to register your organization.](#)

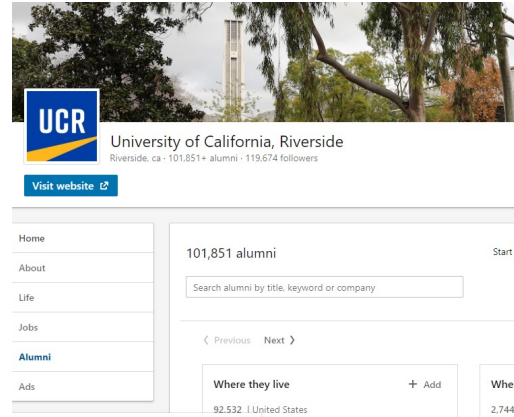


# Network



## Your network

Talk to everyone – fellow students, faculty, friends, and family! You never know how you'll find the next opportunity!



## LinkedIn

See alumni career paths, conduct informational interviews, and build your network



## Career Center

Attend workshops, information sessions, and career fairs





**Research  
Graduate/Professional  
Schools**

# Research graduate and professional schools

## Research career options

Is graduate or professional school required?

## Use Career Center resources

Attend the *To Be or Not To Be: Graduate & Professional School Edition* workshop

Attend the *Graduate & Professional School Information Day Fair* and *Law School Information Day Fair*

## Research programs and prepare

Learn about admissions requirements, entrance exams, personal statements, and letters of recommendation

Take advantage of the Academic Resource Center for help with statements



RESEARCH GRADUATE  
& PROFESSIONAL  
SCHOOLS





# Questions?

**Location:** We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

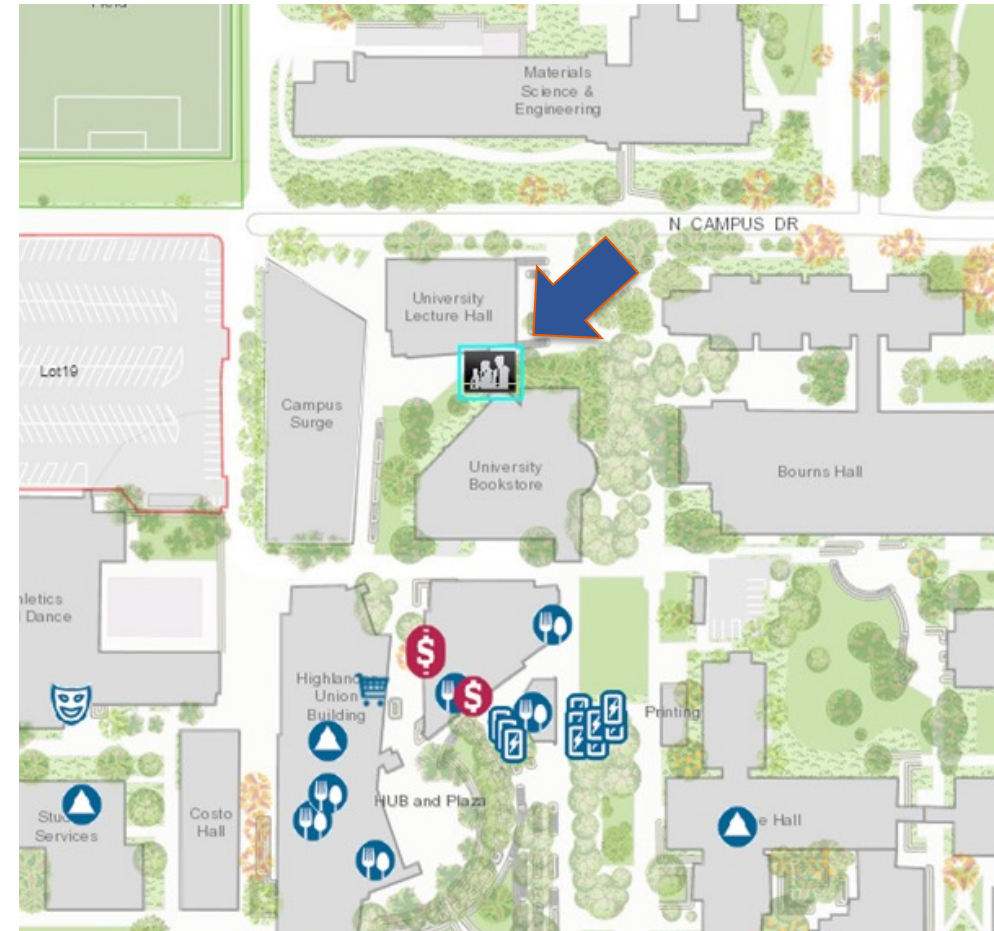
**Hours:**  
Mon. - Fri. 8 am to 5 pm

*Individual counseling appointments available  
Schedule on Handshake*

**Drop-in Hours:**  
Mon. - Fri. (days & times vary)  
*View drop-in schedule on our website <https://careers.ucr.edu/>*



## Career Center



*Connect with us!*



**UC RIVERSIDE** | Career Center

**#UCRCareerReady**

**#UCRCareerCenter**

**#HireHighlanders**

**Connect. Inspire. Empower**