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Discover Career Services  
April 17, 2019, 5-6pm CT  
Walden University  

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>> Welcome to Discover Career Services. I'm Dina Bergren, Associate Director of  
Career Services at Walden, and I'm joining you from the Minneapolis offices. As we wait  
for others to join us here today, let's take a moment and try out and test out your  
questions box. If you can type in, where are you logging in from, city state or country? I  
can read your responses. We have a smaller audience today, so I'd like you to take a  
moment and try the questions box and let me know, where are you logging in from  
today?  

We have someone who joined us from Texas, so welcome to the program. I know we  
have others on the program, so please let me know where you are logging in from. I  
knew there are several more of you out there, so if you get a chance through this  
program, let me know where you are logging in from. Otherwise, what I'm going to do is  
proceed to the next slide. Before we officially begin the program, let's review the  
GoToWebinar control panel.  

As you can see from your control panel, you have a choice of audio modes. If you  
choose telephone, a phone number, access code and audio pin will automatically  
populate for you to call in. If you choose microphone and speakers, you can listen  
through them. To ask questions, type the question using the questions function and  
click on send. The raise your hand function will not be active during today's  
presentation, and you will be muted during the session to minimize background noise.  
Also this webinar is being recorded today and will be archived on the Career Services  
website within a week.
With that, I'm going to take us to our next slide and start the recording of today's program. Hello, everyone, and welcome to Discover Career Services. I'm Dina Bergren, Associate Director of Career Services at Walden. During this program, we will highlight Career Services and offerings. There is a saying that look is when preparation meets opportunity. Whether your goal is a new job, career, raise or promotion, we hope this webinar positions you to maximize opportunities arising during your academic program and beyond.

The Career Services team, we're all located in Minneapolis, Minnesota and our mission is to support students and alumni in developing workplace skills to thrive as professionals and social change agents in organizations and in communities. To achieve this mission, we deliver cutting edge global career services and resources and promote applied learning as an essential component of proactive career management.

This overview today will cover our collaborative partnership and working together, our advising services, webinars, resources and other offerings to help you meet your career goals, your evolving career identity as you learning goal in your current field or transition into a new field, and finally how to pay it forward and help others in their career progression.

Before we delve deeper into our program, I'd like to learn a little bit more about your interests. What prompted you to join our webinar today? Please take a moment to share your motivation in the questions box. What brought you here today to discover Career Services and what would you like to learn?

I'm developing my resume. Excellent, so maybe focusing on resume resources today. Perfect. Higher ed job search. Excellent. Going through a career transition. We definitely have many resources for that as well. Thank you for your input. If you have other topics, please type them in the questions box and I will address them as we go through today's program.
I'd like to talk to you a little bit more about the role of Career Services. What is the role of Career Services? We educate, coach and advise on professional and workplace skills, and we assist you in taking a proactive approach in developing and managing your career, as it is an important part of lifelong learning.

At the same time, your role in our partnership is to proactively manage your professional and academic career. There are several steps you will need to take. First of all, setting career goals, building a strong professional network through expanding your online and off-line networking activities, and this includes networking through social media and professional development activities, also gaining new experience and skills in marketing your qualifications. How can you get started with career Services?

The first step is to explore the Career Services website. For those of you who are not familiar with our site, we offer a robust website with many tools to help you manage your career. First of all, you may conduct a Google-like search for our resources using the quick answers box. You can type in keywords such as resume or job search and links to resources will pop up for you. Another quick way to engage with Career Services is to take the career quiz. Answer five short questions about how we can help you, and you will receive a list of career resources to get started.

To explore further, visit the navigation buttons on the left-hand side, which are highlighted on the slide. In this program, we will highlight our 15 minute tutorials, archived webinars, OptimalResume system and the job and internship search page. Finally, we will explore the resources tab, which is located in the top navigation of our sites. We encourage you to maximize our website as you are researching new opportunities and prepare for the next chapter of your career.

Maybe you are short on time and need a quick overview of career related topics. In that case, the 15 minute tutorials are for you. Here you'll find a collection of brief videos and crucial career skills covering topics such as marketing your qualifications through...
resumes and cover letters, finding job opportunities and getting started with our OptimalResume system. These videos are perfect for the job seeker on the go.

Each month, we also deliver live employment webinars on career topics and archive them on our site. On this slide, we highlight several webinars on resume and CV development, job search and networking and branding. To view them, click the webinar link at the homepage. Today’s webinar will be in the career skills section within a week.

Are you looking to build or enhance your resume, CV or cover letter or maybe build a career portfolio? The Career Services website offers OptimalResume, which is a career management tool to help you create your documents and market your skills. Over 20,000 Walden students and alumni are utilizing OptimalResume, so let’s find out more about the system.

Optimal resume offers more than 400 sample resumes that you can use as models and develop make your own resume or CV. Beyond the resume builder, there are four additional modules which are the letter builder, portfolio builder, website builder and interview prep tool. These are all great resources for building your brand with respective employers. To learn more about OptimalResume and take advantage of this system, visit the resumes and CVs tab located in the top navigation of our website and select optimum resume page. There you can watch a short video on how to get started. As you create your materials, also consider ways to showcase your qualifications and marketability for your target positions and convey how you can add value to employers.

If you are actively looking for new opportunities or seeking ways to gain experience in your field, don’t miss out on the job and internship search page. This page has access to iGrad job search, a powerful search engine that also includes only for your school postings. You can register on iGrad job search and search for US-based openings by city and state. Are you an employer who would like to post a job opening for Walden students or graduates? You can also register on iGrad to share open positions with our community. On the job and internship page, you'll also find access to going global, a
robust job and internship search system with openings worldwide along with city and country guides, H-1B visa information and so much more. Use these two custom systems available for students and alumni.

For a deeper look into your job search and career management, we also offer a resources tab with the multiple of career resources. Here you will find resources that are specific to your college or area of interest. For instance, if you select psychology, you'll find links to professional associations, job banks and networking groups related to the field. These resources can help you expand your job search and uncover new opportunities. One good way to build your skills and experience is by completing an optional internship course. If you are interested in learning more about optional internship courses, visit the optional internship and volunteerism page where you can find volunteering sites to help you locate virtual and local volunteer opportunities.

Other areas of interest include resources by nonprofit, government and corporate sectors, resources for specific interest areas such as virtual and temporary employment and also our doctoral resources page for doctoral level career paths. As you can see here, the resources tab is very robust, and you'll need to take some time to research careers and employers and remember, it's never too early to start preparing for your future.

Now that we have reviewed resources and offerings, let's shift our focus to the cornerstone of career management, which is career readiness. Career readiness involves setting specific, realistic career goals while pursuing your Walden degree and after graduation. It also involves researching the required education, experience, qualifications and demand for your target position. Finally, utilizing the EPS model to manage career transition, which we will discuss on the next slide.

This visual based on Herminia Ibarra's book, Working Identity, represents our holistic approach to career management. Our career identities change as we gain new experiences, meet new people and telling you story about our academic and
professional endeavors. We hope that you find this framework helpful as you prepare for your next career chapter.

How do you manage a career transition? In Working Identity, Ibarra says identities change as we start doing new things, interacting with new people and reinterpreting our life stories through the lens of emerging opportunities. There are three things to keep in mind as you navigate your welding career. Ask yourself these questions. Are you gaining experience to assimilate into your future career role? Are you interacting with different people and building your network? And finally, are you forging a new career identity through reinterpreting your life story and rebranding yourself?

What are some specific activities you could be doing to gain experience, grow your network and contribute to your evolving career story? There are many ways to start taking action to help you learn, grow and move into a new career direction. For example, did you know that Career Services offers optional internship courses to help you gain experiences and skills in a new area or transition into a new field? If you are a current student who does not have an internship component as a part of your academic program, you may still qualify for an optional internship course. Visit the Career Services website to learn about course requirements.

Whether you a current student or graduate, consider volunteering as a way to gain new skills. For example, did you know that there are virtual volunteering activities? Volunteer match.org is one website which offers virtual volunteering opportunities. Volunteering is a great way to gain experience, build your network, give back to your community and also support Walden's social change mission. Consider opportunities in your current role to try on a new hat and gain new skills. Could you deliver a brownbag at work about your skills? Write an article for a professional association newsletter. Maybe run the annual charity fundraiser. Consider your long-term goals and what types of experience will showcase that you have the skills to do the job that you're moving towards and start walking the talk.
You can also interact with people online to grow your network. LinkedIn is the top professional online working site. Here you can connect with professionals and thought leaders in your current or future field. We suggest you build a profile and join LinkedIn groups of interest to your career field as well as our own Walden University Career Services LinkedIn group where you can network and share career related information with other students and alumni in the Walden community. Our group currently has nearly 5,000 members.

Another way to forge new connections with people online is through Facebook. Be sure to like the Walden University Career Services center to connect with fellow students and alumni and get our latest career advice and webinar offerings.

Through your Walden journey and beyond, your life story is continuously evolving. There are many ways to develop and track your story, create a career portfolio, rebrand herself at work, take on stretch assignments so others can see you differently. What we focus on would become, so engage in activities that move you closer to your career goals and make sure to track your progress.

Well you are doing new things, interacting with different people and forging new connections, be sure to share your Walden experience with your networking contacts and potential employers. A few key points are Walden's social change mission, the global perspective of our student body, the rigorous curriculum, quality of your faculty and accreditation through the higher learning commission. Communicating the benefits of your education can give you an edge in your job search and networking efforts.

Today we have discussed many tools that Career Services has available for you. We ask that you take a moment to reflect on what we have covered and pick a few areas to work on. What next steps will you take? Please share your ideas and the questions box. I'm going to go ahead and navigate to the questions box.
A few ideas include assuming a leadership role, converting a resume into a CV format for higher ed teaching, building a LinkedIn profile, joining a professional association, volunteering in my community to support Walden's social change mission, completing a new internship and a new department in my organization. Excellent. Thank you so much for submitting your ideas. I'm going to go ahead and move us to the next slide.

After you have achieved your career goal, we encourage you to share your knowledge and expertise with others. We have a blog that is accessible from our main Career Services website where we promote success stories of Walden students, so if you have a success story to share, reach out to us and share your story.

If you are a Walden student or alumna or alumnus who needs additional assistance, we invite you to schedule an individual career advising appointment. Our most popular advising topics are career exploration, developing a strong resume or CV, career transition, finding a job, building your professional network, answering tough interview questions and strengthening your professional reputation or brand. If you are a current student, you can schedule your 45 minute appointment via your student portal. If you’re an alumna or alumnus, visit the Career Services website to learn more about career advising appointments. Remember that appointments are scheduled on Eastern Time, so please adjust this to your time zone as needed. A Career Advisor will call you at the time of your appointment, and we also recommend that you have Internet access for your advising sessions as we often refer to web-based resources.

Now it's time for any last questions. I'm going to check to see if we have any questions from our audience.

I'm interested in careers in psychology. Where do I start? OK. That's an excellent question. The resources tab on our website has information by college. If you go to resources by college, you'll find professional associations, job banks and LinkedIn groups for psychology, but also other areas like management and technology,
behavioral sciences, etc. We also have a variety of webinars you can watch on career options in a variety of different fields, including psychology and others.

We have another question. How do I prepare for interviews? That's an excellent question. The Career Services website has a robust interviewing tab that has great information and a video called Interview Strategies that can watch to help you prepare for interviews and learn about the interview process and etiquette. In addition, the OptimalResume system has a module called Interview Prep, so if you register on OptimalResume, which is free for students and alumni, you can then select the interview prep module and practice interview skills with a mock interview coach. You can choose your interview questions and a mock interview coach will ask those questions. You can record yourself with your WebCam and watch the recording so you cannot only practice your interview skills, but you can see the body language and improve your body language if needed to make a positive first impression during your interview.

Thank you so much for submitting these questions today. As we start to wrap up our program, let's get connected. So please join Walden Career Services on LinkedIn. Follow us on Twitter and Facebook. Subscribe to our YouTube channel. Read student success stories on our blog. Don't forget, you can tap into additional resources on the Career Services website or ask questions by emailing Career Services.

If you enjoyed this program today, please join us on our other webinars and events. This month, we are also offering drop-in advising, so if you have quick questions to ask us, join us on drop-in advising. You'll be able to chat with members of our staff and ask career related questions via a chat function in our system, which allows us to connect you online virtually and get your questions answered. Also we offer Develop Your Academic CV. Those of you who are may be in a doctoral program or interested in careers in academia, a CV is an academic-style resume, and if you would like to learn more about that and effective CV writing, please join us on Tuesday, April 23 at 6:00 p.m. Eastern.
Soon we will also have our main programs up on our website, so please visit the website and register for these interactive, live programs and connect with our staff. With that, I would like to thank everyone for joining me here today. I wish you a great afternoon. Thank you all for your contributions to today's program, and we look forward to working with you.

[END OF SESSION]