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## EXPLORE

### Career & Major Exploration (Total Time: 5 min. + self-paced)

Exploratory Resources - Explore Careers and majors		self-paced web navigation	 self-paced
Career Exploration Assessments Overview		self-paced web navigation	 3 min.
Debunking Career Myths		knowledge evaluation (8 questions)	 2 min.
Major Research Guide		worksheet	 self-paced
Occupational Research Guide		worksheet	 self-paced
Action Plan Worksheet		worksheet	 self-paced

### Internships & Experiential Learning (Total Time: 6:13 min.)

Experiential Learning		video (:59)		:59 min.
What is an Internship?	 + 	video (2:16) & 3 question quiz		3:16 min.
How to Find an Internship		video (:58)		:58 min.
Assess Your Internship Knowledge		knowledge evaluation (5 questions)		1 min.
<b>Informational Interviewing (Total Time: 4:17 min.)</b>				
Informational Interviewing	 + 	video (3:17) & 3 question quiz		4:17 min.
<b>Considering Graduate School (Total Time: 4:05 min. + self-paced)</b>				
Why Graduate School?		informational text		1 min.
Considering Graduate School		video (3:05)		3:05 min.
Considering Graduate School Worksheet		worksheet		self-paced

Researching Graduate Programs



informational text & web resources



self-paced

### T-Shaped Professionals (Total Time: 2:13 min.)

T-Shaped Professionals



video (1:13) & 3 question quiz



2:13 min.

### Jobs of the Future (Total Time: 2:56 min.)

Jobs of the Future



video (1:56) & 3 question quiz



2:56 min.

### Gig Economy (Total Time: 3:27 min.)

The Gig Economy



video (2:20) & 3 question quiz



2:13 min.

Tips for Those Interested in the Gig Economy



video (2:09)



2:09 min.

## PREPARE

### Transferable Skills (Total Time: 2:34 min.)

Identifying & Marketing Your Transferable Skills



video (1:34) & 4 question quiz



2:34 min.

### Resumes (Total Time: 15:47 min.)























Resume Basics



video (2:56) & 3 question quiz



3:56 min.

Resume Content	 + 	video (3:42) & 3 question quiz		4:42 min.
How to Write a Bullet Statement	 + 	video (2:08) & 3 question quiz		3:08 min.
Common Resume Formatting Mistakes	 + 	video (3:01) & 4 question quiz		4:01 min.
<b>Cover Letters (Total Time: 4:27 min.)</b>				
Cover Letter Content		video (2:17)		2:17 min.
Cover Letter Formatting	 + 	video (2:04) & 4 question quiz		3:04 min.
<b>Interviewing (Total Time: 9:34 min.)</b>				
Preparing for an Interview		video (1:23)		1:23 min.
Answering Questions During an Interview	 + 	video (2:24) & 3 question quiz		3:24 min.
Questions You Should Ask During an Interview	 + 	video (1:40) & 2 question quiz		2:40 min.

How to Write a Thank You Letter



video (2:07)



2:07 min.

### Professional Attire (Total Time: 6:23 min.)

Professional Attire: Dress for Success



video (2:12)



2:12 min.

Types of Professional Attire



video (3:11) & 4 question quiz



4:11 min.

### Researching Employers (Total Time: 1:00 min.)

Researching Employers



3 question quiz



1 min.

### Salary Negotiation (Total Time: 4:51 min.)

Estimating Salary Range



video (1:47)



1:47 min.

Salary Negotiation: When and What to Negotiate



video (2:04) & 3 question quiz



3:04 min.

### Global Perspective (Total Time: 1:49 min.)

The Global Economy





















video (1:49)



1:49 min.

## IMPLEMENT

HireJayhawks.com (Total Time: 3:49 min. + self-paced)

HireJayhawks.com		self-paced web navigation	 self-paced
Using HireJayhawks.com		video (1:47)	 1:47 min.
Finding Jobs/Internships/etc. on HireJayhawks.com		video (2:02)	 2:02 min.
<b>Searching for a Job or Internship (Total Time: 3:53 min. + self-paced)</b>			
Job and Internship Search Resources		self-paced web navigation	 self-paced
HireJayhawks.com		self-paced web navigation	 self-paced
Job Search Timeline		worksheet	 self-paced
How to Interpret a Job Posting	 + 	video (2:53) & 4 question quiz	 3:53 min.
<b>Accepting/Rejecting a Job Offer (Total Time: 7:43 min.)</b>			
Accepting/Rejecting a Job Offer	 + 	video (2:28) & 3 question quiz	 3:38 min.

Handling Multiple Job Offers



video (3:05) & 3 question quiz



4:05 min.

## Hiring Documents Overview (Total Time: self-paced)

Accepting/Rejecting a Job Offer



general information



self-paced

## CONNECT

### Networking (Total Time: 10:56 min.)

What is Networking?



video (3:05) & 5 question quiz



4:05 min.

How to Network Effectively



video (1:17)



1:17 min.

Opportunities to Network



video (2:12)



2:12 min.

Career Fairs: Overview and Benefits



video (2:17)



2:17 min.

Non-Traditional Ways to Network



video (1:05)



1:05 min.

### Career Fairs (Total Time: 7:29 min. + self-paced)

KU Career Services Event Feed



self-paced web navigation



self-paced

How to Prepare for a Career Fair



video (2:53) & 3 question quiz



3:53 min.

Preparing Your Elevator Pitch



video (2:36) & 3 question quiz



3:36 min.

### Informational Interviewing (Total Time: 4:17 min.)

Informational Interviewing



video (3:17) & 3 question quiz



4:17 min.

### Using LinkedIn (Total Time: 6:36 min.)

Using LinkedIn



video (2:30) & 3 question quiz



3:30 min.

Using the LinkedIn Alumni Tool



video (1:02)



1:02 min.

LinkedIn Profile Picture Tips



video (2:04)



2:04 min.