

Student Career Guidebook

University of Prince Edward Island



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UPEI Students

Section 1: Student Profile



UPEI Student Makeup



5075
Students
enrolled as of
January 2021



93+
Representing
over 93
countries



24
Across 24
degree
programs

Your Student Profile

Your Career Development will require a great deal of self-reflection and assessment over your lifetime. To help you get started, we have created a self assessment template within our Career Exploration resources. From here, you can also explore the “What Can I Do With My Major” documents and find more helpful career resources.



Labour Market Information

Section 2: LMI - where do you fit?



What is the Labour Market?

The labour market is where the supply and demand for workers meet, and it is continuously changing. There are many associated components and influences on the labour market, such as demographics, technology, education, politics, economics and societal and industrial structures.

As a job seeker it is important to understand LMI. You will need to comb through a lot of information to find what is most relevant to your needs and interests and then further your understanding by looking at other sources of information.

Video: PEI LMI

Speaker: Gloria Welton

Role: Owner/Publisher,
The Employment Journey

Gloria Welton
The Employment Journey

LMI Information Resources

- ✓ Job searching, profiling and market analysis
- ✓ A breakdown of occupations, work requirements and their change over time
- ✓ PEI economic indicators
- ✓ PEI specific employment and training information
- ✓ Canadian job postings, career planning and labour market analysis tools
- ✓ Canadian labour market information



Employment

Section 3: Job Searching & Hiring



Job Search Preparation

You are the driving force of your job search. It is a process of time and effort. To help keep you on track and maintain momentum, it is often helpful to have a goal in mind. We have created a Job Searching worksheet to help you clarify what it is you are looking for and potential gaps.

For further guidance, book an appointment with our Student Advisor



Job Searching Methods

1. Targeting positions posted on specific employer websites
2. Reaching out to your network and letting them know you are looking for work
3. Identify hiring managers or people in roles of interest via LinkedIn or searching staff directories and ask for an informational interview



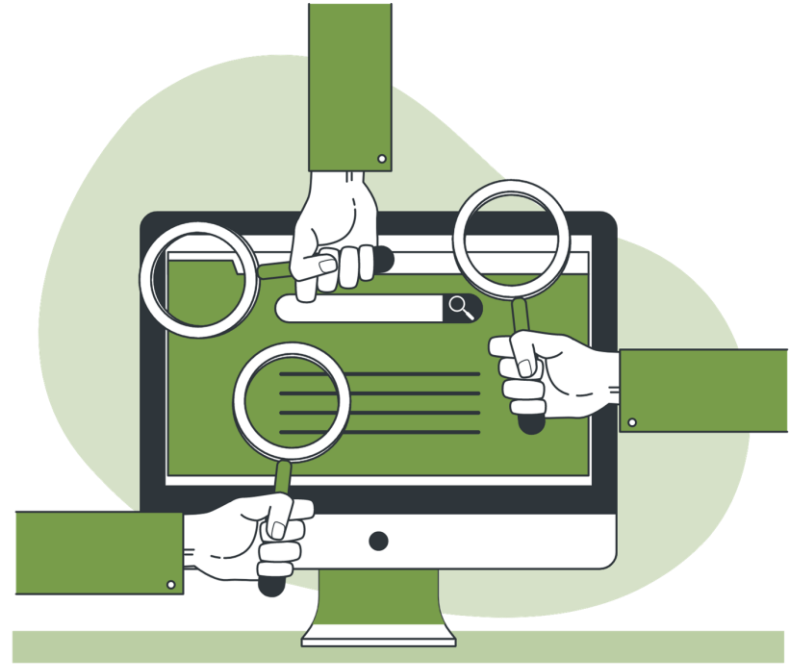
Video: Identifying Transferable Skills

Speaker: Kendra Mellish
Role: Student Coordinator,
Co-op Office

Kendra Mellish
Student Coordinator - Co-op UPEI

Job Search Tips

- ✓ Have patience - some things are out of your control
- ✓ Use this time to continue building your network
- ✓ Make a plan for the jobs you want to apply to
- ✓ Be realistic about the time you need to set aside to search
- ✓ Keep a record of all your applications



Local Employers and Job Boards

<https://workpei.ca/view/search-pei-employers/>

<https://www.upei.ca/exed/students/employment-opportunities>

<https://employmentjourney.com/pei-job-opportunities/>

<https://www.upei.ca/hr/employment-opportunities>

For more job related information, visit the [Career Services Moodle page](#).



Job Applications

When applying for a job, it is traditionally expected that you submit a resume and cover letter. For students, we recommend no more than a **two-page resume** and a **one-page** business letter format cover letter.

If you are an international student, the resume and cover letter format in Canada may differ from what is expected in your home country. We recommend that all students take advantage of our job application supports services that include resume workshops, student appointments, and drop-in services.



Interviews

The best thing you can do to help you ace your job interviews is to **prepare**. Each interview will be different. Just because you did well on a previous interview without much preparation does not guarantee that this will always be the case.

The good news is that **we have staff to help you prepare, year round**, along with numerous resources. Whether your interview is in person, virtual, for grad school, or over the phone, we can help.

Services that the Office of Experiential Education and Work Integrated Learning offers include workshops, student appointments, drop-ins, and virtual mock interviews.

UPEI Co-operative Education

Applications for the Co-op program **open each September** to **second-year** students. One accepted, as a Co-op student, you will participate in **three work terms** in your field of study along with three professional development courses. Work terms range from fourteen to sixteen (14–16) weeks and can be taken in a variety of semesters. Not only will you build your professional experience and skills, you will also earn a Co-op designation on your degree!

Visit the [Co-op webpage](#) to find out more information and connect with our Student Coordinator for the program.

How to Connect

Section 4: Networking



Networking Opportunities

Webinars and workshops

Community organizations

Professional associations

Local Chamber of Commerce events

Clubs and societies

Employment related events



UPEI Connect

UPEI Connect is a **free networking and mentoring platform** for UPEI students and alumni. When you sign up, each month you will receive monthly introductions to a new connection with similar interests.

As a mentee, you can use these opportunities to conduct informational interview, expand your network and your understanding of the labour market.

For more information on how to sign up, [click here](#)



Video: Finding Employers and Networking

Speaker: Stacy Dunn

Role: Reporter,
The Employment Journey



Stacy Dunn
The Employment Journey

Identifying and Connecting With Organizations

When embarking upon volunteering, it is important to do some preparation to identify your interests and how much of a commitment you want to make. You can begin by doing some research into organizations that take on volunteers.

Here are some useful links to get you started:

<https://www.upei.ca/exed/students/volunteering>,

<https://www.princeedwardisland.ca/en/topic/volunteer-opportunities>,

<https://volunteerpei.ca/>

For additional volunteer support, book an appointment with our Student Advisor

Beyond Undergraduate

Section 5: Planning for next steps



Your Major

As with all parts of the Career Development process, you must take a proactive role in exploring possibilities within your major. Pay attention to how your passions, interests and strengths align with your program. Spend some time thinking about the general sort of post-university life you want to build for yourself.

To help you get started, we have created some “What Can I Do With My Major?” resources. Visit <https://www.upei.ca/exed/students/career-exploration> for more information.



Considerations for Grad School

**Is grad school
the right fit
for me?**

**Why am I
interested?**

**Have I talked
to other
graduate
professionals?**



**Have I done
enough
research?**

**Which
program is
right for me?**

**Should I make an
appointment with
the Career
Counsellor?**

Career Planning

Section 5: Career Resources



UPEI Career Resources

- ✓ Visit the ExEd website for students
- ✓ Find helpful resources for both academic and professional related aspects of career on our Moodle page.
- ✓ For guidance on your next career or education steps, book an appointment with our Career Counsellor.



Digital Badges

Earning digital badges offered through the Office of Experiential Education and Work-Integrated Learning are a great way to brush up on some employability skills to help you understand and succeed in the labour market. You can also showcase your badges online.

[Click here](#) to take a look at the variety of badge topics and programs offered.



Thanks!

Website: upei.ca/exed

Contact information: experientialed@upei.ca

This guide is a living document under continuous review. We welcome feedback to help us improve information and resources.



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