

# 10 ways to use Career Services @ Penn

## For Master's students

- 1) Make a 30-minute, 1-on-1 advising appointment to discuss your future career goals and think about some helpful next steps. You can schedule appointments through Handshake: <https://upenn.joinhandshake.com/appointments>
- 2) Activate your Handshake account (<https://upenn.joinhandshake.com>), complete your career interests, and fill in your “career interests” (click on your name in the top right of the page) to receive customized information on programs/events that are more tailored to you
- 3) Complete your Handshake profile by adding in information about your education and experiences; make it public so employers and other Penn students can see
- 4) Get the most recent version of your resume reviewed by a Career Advisor, and discuss the best way to use this document. Employers can search for and view resumes uploaded to Handshake accounts that have been made public
- 5) Learn about some of the career paths followed by graduate students by looking at our Career Plans Surveys, and see whether these align with your skills, interests, and values: [www.vpul.upenn.edu/careerservices/surveys.php](http://www.vpul.upenn.edu/careerservices/surveys.php)
- 6) Attend one of our Career Fairs to network with employers, explore career options, and apply for internships and jobs: [https://upenn.joinhandshake.com/career\\_fairs](https://upenn.joinhandshake.com/career_fairs)
- 7) Come to our employer information sessions, coffee chats, tech talks, and career-related workshops; you can search for all of these programs on Handshake: <https://upenn.joinhandshake.com/events>
- 8) Visit QuakerNet to find alumni willing to share career advice on a wide range of career fields and industries: <https://quakernet.alumni.upenn.edu>
- 9) Have quick career questions? Career Services holds walk-in hours in our office (basement level, McNeil Building) throughout the week – check our website for details. Remember to explore our digital career resources (turn this page over for a selection)
- 10) Need help with an interview? Schedule a mock interview to see where you can improve. Sign up for your free InterviewStream account to practice at home: [www.penn.interviewstream.com](http://www.penn.interviewstream.com)

# Resources and Quick Tips

## CAREER SERVICES' RESOURCES

- **Handshake:** Penn's student/employer interface giving you access to workshops, programs, employer information sessions, career fairs, internship/job listings, and a tool to schedule appointments with career advisors. <https://upenn.joinhandshake.com>
- **Career Services website:** Find community, industry, and career field resources relevant to the job search process, along with an overview of steps you can take to make the most out of your PhD from a professional and career development perspective: [www.vpul.upenn.edu/careerservices](http://www.vpul.upenn.edu/careerservices)
- **Career Services blog – Penn & Beyond:** Learn about a wide range of career-related topics, and make sure to catch the weekly podcast "CS Radio" during the semester: <https://ulife.vpul.upenn.edu/careerservices/blog>

## CAREER EXPLORATION, PROFESSIONAL/CAREER DEVELOPMENT, AND SKILLS BUILDING TOOLS

- **iBiology:** Successful scientists share their experiences in a variety of careers in education, industry, government, and more [www.ibiology.org/career-development/career-exploration/](http://www.ibiology.org/career-development/career-exploration/)
- **CareerExplorer:** A career matching platform that helps people find their ideal career. [www.careerexplorer.com/edu/upenn](http://www.careerexplorer.com/edu/upenn)
- **ChemIDP:** A tool for chemists to help them explore career options and create a plan for their own professional and career development. <https://chemidp.acs.org>
- **Vault Career Insider:** Vault.com provides in-depth intelligence on what it's really like to work within an industry, company, or profession—and how to position yourself for the career you want. [www.vpul.upenn.edu/secure/careerservices/pennkey/esub.php](http://www.vpul.upenn.edu/secure/careerservices/pennkey/esub.php)
- **Lynda.com:** Soon to be LinkedIn Learning, Lynda.com is an online training service that provides instructional videos covering a wide range of software products, technologies, and business topics. <http://lynda.upenn.edu>
- **Student Employment Management System:** Find on-campus jobs at Penn. [www.sfs.upenn.edu/seo/job\\_search/](http://www.sfs.upenn.edu/seo/job_search/)

## NETWORKING

- **QuakerNet:** A database of Penn graduates that is searchable by industry, employer name, geographical location, major, student clubs, and more. <https://quakernet.alumni.upenn.edu>
- **LinkedIn:** An interactive database of >150,000 Penn alumni/students showing their current career fields, and filterable by academic discipline, skills, and searchable by keyword. [www.linkedin.com/school/university-of-pennsylvania/people/](http://www.linkedin.com/school/university-of-pennsylvania/people/)

### Handshaking the right way

1. Where possible, stand up to shake hands
2. When reaching out, face the person. Keep good eye contact, and have dry hands
3. As you are engaging hands, keep your thumb pointing up, and move your hand forward firmly
4. Squeeze when the web of your hand engages with the web of your partner's hand
5. Have a firm grip, and shake for 2-3 seconds, with 1-3 up-and-downs
6. Maintain eye contact during the shake

### 5 key questions to ask during informational interviews

1. I've read a lot about your position, but I would love to hear more about the role you play in doing...
2. What led you to doing work in this field? How did you know this was a great fit for you?
3. What are some of the skills that are most valuable in this role, and which one do you tend to use the most?
4. What advice do you have for someone interested in pursuing a career in this field?
5. It has been great hearing your perspective; I want to learn more from others. Can you recommend anyone?

### 5 questions you are likely to be asked at every interview

1. Who are you? Tell me about yourself
2. What do you want this position?
3. What do you know about our organization?
4. What do you bring? What is your greatest strength? What are your relevant strengths?
5. Do you have any questions for us?