

# Guide for Warhawk Graduates

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Career & Financial Tips  
to Help You Succeed!



University of Wisconsin  
**Whitewater**

Career and Leadership  
Development



University of Wisconsin  
**Whitewater**

Financial Literacy Center



University of Wisconsin  
**Whitewater**

Financial Aid Office

# Welcome, 2020 UW-Whitewater Graduate!

Congratulations on achieving this wonderful milestone!

Whether you've already been hired, you're still seeking a position or your plans have changed, this guide is for you! We hope that it provides helpful tips and resources to help you succeed after graduating during the COVID-19 pandemic.



University of Wisconsin  
**Whitewater**

# Career and Financial Steps For Graduates

- ❑ Update your resume and cover letter
- ❑ Network and stay connected
- ❑ Find & apply to jobs
- ❑ Prepare for interviews
- ❑ Interview and follow up
- ❑ Negotiate your salary
- ❑ Set up student loan repayment
- ❑ Create a new budget
- ❑ Continue building skills





# Career & Graduate School Resources

Whether you're searching for a job or considering graduate school, we've collected helpful resources to help you with your plans after graduation.

# Virtual Career Services

Career & Leadership Development can assist you with your career search from anywhere. Virtual services are available for current students and alumni!

## Virtual & Phone Appointments

Potential Topics: Resume/Cover Letter Reviews, Interview Tips/Practice, Search Strategies, Explore Career Options, Graduate School & more!

- Request online at: <https://tinyurl.com/CLDappointment>
- Request by phone: 262-472-1471

## Resume / Cover Letter Reviews via Email

- Send resume and/or cover letter to [career@uww.edu](mailto:career@uww.edu)
- Reviews typically take 3-5 business days



# Website Resources

Career & Leadership Development has many resources on its [website](#) that can help you at any stage of your job search.

## What jobs can you do with your major?

- Find UWW-specific resources [here](#)
- Job Data from [Recent UWW Graduates](#) broken down by college & major
- Additional Resources: [Career Explorer](#), [O\\*Net Online](#), [My Next Move](#)

## Application Materials:

- [Resume](#) tips and samples; [Utilize Action and Power Verbs](#)
- [Cover Letter](#) guidelines and sample



# Networking & Staying Connected

Networking and maintaining personal connections can help you to learn about available jobs, especially in a virtual world. Follow these tips to help you get and stay connected.

- [LinkedIn](#): Update your profile and connect with coworkers, supervisors, peers, professors, and companies in your field
- [Handshake](#): Update your profile and make it public to employers
- Social Media: Check your privacy settings and clean up your accounts
- Attend Virtual Career Events & Fairs: Participate in networking events to learn about companies hiring NOW
  - Check [Handshake](#) and [LinkedIn](#) to find events
  - Find tips about participating in virtual job fairs [here](#)

# Handshake: More Than A Job Board

Handshake has a lot to offer! Find jobs & internships, network with employers, read company reviews and ask questions.

## Maximize Handshake by doing these 6 things:

1. Update your profile with your Work Experience, Skills, Interests & Extracurriculars
2. Make your profile public to employers so they can search for and message you about opportunities
3. Upload your current resume to easily apply
4. Log in often to search for new job opportunities
5. View upcoming events for networking opportunities
6. Visit the Q&A for help from other students and alumni

**Login at <https://uww.joinhandshake.com> with your NetID**

Alumni 6 months+ past graduation: email [career@uww.edu](mailto:career@uww.edu) for access instructions

# Broaden Your Search! Additional Job Boards

Besides Handshake, there are many online job boards to help you find positions, including remote & virtual options.

Tip: Be sure to visit organizations' career websites directly for up-to-date hiring information

- CLD's collection of [job board links](#)
  - [National Job Boards](#)
  - [Regional Job Boards](#)
  - [Industry Specific Job Boards](#)
- [GoinGlobal](#): International career resources and job postings

**Not sure where to start?** UW-Whitewater's Career Advisors can help you navigate your search. Request an appointment [here!](#)

# Interview Insights



With current stay-at-home guidelines, many companies are hosting interviews via phone and virtually. Here are some tips to help prepare.

## Prepare for your interview using our tips [here](#)

- Know yourself and your skills
- Research the organization
- Research the job
- Make a list of questions to ask
- Anticipate questions and practice interviewing
- Express enthusiasm in the position during your interview

## After the Interview...

- Thank the interviewer and follow up using [these tips](#)

# Phone Interviews

Treat phone interviews like in-person interviews. Wear interview attire, use good posture, and prepare. The employer can sense your confidence over the phone.

- Find a private and quiet place without background noise (no people, tv or music.)
- Before the interview, test your phone's connection from this space to ensure a clear conversation.
- Be prepared: have notes and your resume in front of you.
- Speak clearly and confidently with an even pace.
  - Speak directly into the phone, and do not use speakerphone.
- Smile when talking; the interviewer will hear it in your voice.
- Take notes to reference during and after the interview.

# Virtual or Video Interviews

**Virtual interviews:** real-time video conversations with an employer through a computer or phone.

**Video interviews:** you record answers to questions & the employer watches the video later.

- Use online tools to practice for your virtual and video interviews
  - [InterviewStream](#): free access with your UWW email
    - Select interview questions, record and review your responses, and request staff feedback
- Consider your surroundings
  - Select a quiet place without background noise
  - Choose a background that is clean and simple
- Dress professionally
- Smile and be aware of your body language and posture
- Look at the camera; not at your face on the screen

# They're Making an Offer: Salary Negotiation

Review and consider the offer you receive using these tips and resources.

## Tips

- Consider the entire offer: salary, benefits and professional development opportunities
- Consider the cost of living for the location
- Read [these tips](#) for more information on negotiating your salary

## Resources to help you research the offer

- [Occupational Outlook Handbook](#)
- [NACE Salary Calculator](#)
- [Glassdoor](#)
- [Salary.com](#)
- [Payscale.com](#)

# Keep Building Your Skills After Graduation

Be flexible and consider these opportunities to continue developing experience and skills if you don't secure a position immediately.

- Temporary positions or micro-internships
- Freelance work
- Take free online courses
  - Use [LinkedIn Learning](#) (free for UWW students and recent alumni) to build skills
- Read [eBooks](#) for professional development
- Earn certificates for high-demand skills or learn a new language
- Volunteer (in person or [virtually](#))
- Participate in a community club or organization
- Complete self-initiated projects

# Graduate & Professional School

Some students pursue additional education after graduation prior to beginning their careers.

## Considering graduate or professional schools?

CLD has [resources](#) to assist you with the process!

- Researching graduate programs
- Writing application essays
- Taking admissions tests
- Preparing for interviews

## Career Advisors are available to assist you via virtual appointment

- Request online at: <https://tinyurl.com/CLDappointment>
- Request by phone: 262-472-1471

A background image with a purple overlay showing a calculator, a pen, a pair of glasses, and several US dollar bills. The text is overlaid on the right side of the image.

# Financial Tips

Information about  
Student Loans,  
Budgeting and  
Financial Wellness  
for your future

# Student Loan Repayment

After graduating, it's important to determine how much you owe and to whom.

## Federal Loans

View your total Federal Loan indebtedness, repayment options and loan servicer information at [studentaid.gov](https://studentaid.gov)

- Your loan servicer is the organization to whom you need to make payments
- Always be in contact with your loan servicer; they are there to help you!
- Trouble making payments? Contact your servicer for options to reduce or temporarily suspend payments

## Private Loans

If you borrowed additional loans from a private bank or credit union, contact that financial institution directly to learn about total indebtedness and repayment options

# How COVID-19 Has Impacted Repayment

To provide relief to student loan borrowers during the COVID-19 national emergency, federal student loan borrowers are automatically being placed in an administrative forbearance, which allows you to temporarily stop making your monthly loan payment.

This suspension of payments will last until Sept. 30, 2020, but you can still make payments if you choose.

For additional information, visit [studentaid.gov](https://studentaid.gov)'s [COVID-19 page](#)

## Questions about your loans?

- Contact your Loan Servicer directly ([studentaid.gov](https://studentaid.gov))
- Contact the UW-W Financial Aid Office
  - 262-472-1130
  - [uwwfoa@uww.edu](mailto:uwwfoa@uww.edu)

# Budgeting & Financial Wellness

With the struggling economy, you may be facing an extended time of reduced income. The ability to manage money wisely is essential. Use the following resources in your journey towards financial wellness:

## Budgeting

- [Budgeting Steps & Downloadable Worksheet](#)
- [COVID-19 & Your Finances](#)
- [Make a Personal Budget in 6 Steps](#)
- [Budgeting for the New College Grad](#)

## Financial Wellness

- [Personal Finance Guides](#)
- [Money Essentials](#)

For more information, contact us or schedule an individual appointment:

UW-W Financial Literacy Center  
[finlit@uww.edu](mailto:finlit@uww.edu), 262-472-4947  
[Financial Literacy Center Website](#)

# UW-Whitewater Is Here To Help!

We know you may have more questions during these uncertain times. If you need additional resources, please reach out to us for assistance.



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