



CAREER
**PLAY
BOOK**



WE ARE

LISTENERS...in 20, 30 and 60 minute intervals for 5,000+ students.

COACHES...for all things career related like resumes, cover letters, Bullseye powered by Handshake and LinkedIn profiles, practice interviews, job + internship searching and more!

SKILL-BUILDERS...in skillshops (a.k.a. workshops), job + internship fairs and connections with alumni and employers.

WITH...

1,141,720+ HOURS OF EXPERIENCE...in helping all students to imagine and design meaningful careers and lives.

Career Services

716-645-2231 | buffalo.edu/career

259 Capen Hall, North Campus



Confidence Boost

YOU'RE GOING TO BE A STAR

Anytime you hear "Tell me about a time when," or "Describe a situation when," use the **★star** method to confidently demonstrate your skills.



SITUATION OR TASK

Describe the situation or task:

Think Who, What, When, Where and Why



ACTION

Explain what action steps you took:

What did you do and why?



RESULT of your action

Discuss what your actions led to:

Did you accomplish goals/objectives?

What did you learn?

EXPERT RECOMMENDATIONS:

INTERVIEWS

- RESEARCH** the organization and incorporate what you know into your responses. Tell the interviewer something they didn't think you'd know!
- REVIEW THE JOB** responsibilities and make sure you can match your experiences and skills with what's required.
- REVIEW YOUR RESUME** and be prepared to discuss experiences and projects.
- BRAINSTORM** possible questions with your answers using index cards. Practice out loud!
- PRACTICE** makes perfect! Schedule a **practice interview appointment** with the experts.
buffalo.edu/career/appointments
- USE SPECIFIC EXAMPLES** + stories to demonstrate your skills and accomplishments... the stories are what people will remember! Think **STAR**.
- HAVE THOUGHTFUL QUESTIONS** prepared for your interviewer, it's ok to bring your list.
- ASK ABOUT NEXT STEPS** so you know when and how to follow up.
- SEND THANK YOU NOTES** within 24 hours if possible!

**DON'T FORGET
TO DO YOUR
POWER POSE**

to boost your self-confidence before your interview.



Winnie
Liang '16



Dreamy Vibes

START IMAGINING YOUR LIFE

You're in charge. Start designing your life after college.

BEFORE YOU START SEARCHING

- **DISCOVER YOUR VISION**...Ask yourself *who* do you want to work for, *what* do you want to do, *where* would you like to live, *when* do you want to do this, *why* do you want to do it, and *how* are you going to get there.
- **RESEARCH YOUR INTERESTS**...take note of your curiosities + create a career.
- **MAKE PROFESSIONAL FRIENDS**...the more friends you make, the wider your network becomes which can lead to more opportunities.
- **EXPERIENCE IT**...how do you know you like it unless you try it e.g. internships.

●●● **MORE** --> buffalo.edu/career/jobs

EXPERT RECOMMENDATIONS:

FINDING + APPLYING TO A JOB OR INTERNSHIP



- ASK THE PEOPLE YOU KNOW**...contact your professional friends for help.
- MORE RESEARCH**...find interesting employers + see if they are the right fit for you.
- FIND UB ALUMS**...find alums with the same major + where they are working.
- REFRESH**...have a career expert look over your resume + online profiles to make sure you are showing off your best self.

buffalo.edu/career/appointments

- ONLINE SEARCH TOOLS**...More than 200,000 employers are looking to hire you in Bullseye powered by Handshake.
- CUSTOMIZE YOUR RESUME**...to each job or internship you apply for.
- MAKE YOUR PROFILE PUBLIC**...to have employers find you in Bullseye powered by Handshake.
- GET OUT THERE**...events and career fairs are a great way to discover job + internship opportunities.
- ALL OF THE ABOVE**...it's always good to have multiple searching methods.

●●● **MORE** --> buffalo.edu/career/jobs



Good Advice

RELAX- YOU GOT THIS!

An informational conversation sounds more complex than it really is. It's just a conversation with a professional or an alum to learn about their career story. *No pressure.*

EXPERT RECOMMENDATIONS: TO GET READY

- WATCH PRESENTATIONS**...like Ted Talks + pay close attention to the presenter's communication skills.
- SUBSCRIBE TO PODCASTS**...listen to how people talk + interview their guests.
- PRACTICE AT A SKILLSHOP**...develop your communications skills even more.

●●● **MORE** --> buffalo.edu/career/events

TRY IT!

- 1 Identify one person that you would like to know more about, like what they do or where they work.

Hint: UB Career Connector Network is a great place to start.

- 2 Ask them for a 30-minute meeting.

- 3 Get prepared for your meeting with thoughtful questions to ask.

LIKE...

- PERSONAL CAREER STORY**...find out how they got to where they are today.
- A DAY IN THE LIFE**...primary duties and responsibilities.
- MEET THE EMPLOYER**...ask about the challenges facing the industry today.
- WORKPLACE CULTURE**...opportunities for professional development, workplace training—casual or formal.
- WORK-LIFE BALANCE**...required travel, typical work hours.
- TIPS + ADVICE**...skills required, advice for becoming more marketable, next steps + possible recommendations of other professionals to talk to.

**Remember to follow-up with a thank you note.*



Celebrate

**CONGRATULATIONS!
YOU RECEIVED
AN OFFER!**

Seriously, that is so exciting!

But before you accept and tell the world about it, make sure this is the right job for you. Think about what is important to you and whether you can really commit to this organization.

**HERE'S HOW
TO ACCEPT**



EXPERT RECOMMENDATIONS: **BEFORE ACCEPTING AN OFFER**

THINGS TO CONSIDER

- Nature of the work
- Level of responsibility
- Base salary/raises/performance bonuses
- Organizational culture
- Health benefits, retirement (401k), stock options, profit sharing, etc.
- Relocation assistance or ongoing travel
- Vacation time + tuition assistance
- Professional development opportunities

QUESTIONS TO ASK

- What will my exact job title be?
- Who will I report to?
- When is my start date?
- What is the base salary rate? Is it payable monthly, semi-monthly or bi-weekly?
- What benefits will I have?
- Is there paid overtime?

THINGS YOU MAY WANT TO NEGOTIATE

- Salary
- Start date
- Opportunity to work remotely

NOW
GET OUT
THERE.

**YOU'RE
READY.**



Career Services

259 Capen Hall | 716-645-2231 | buffalo.edu/career

