**This is the document we were to review. My comments are below as an addendum.**

**Jeff Olson**

**Data Analytics Bootcamp Career Services**

Welcome to the Career Services! In this course, we will guide you through the process of becoming **Employer Competitive** in the job market.

We have talked with thousands of employers, and we know exactly what employers are looking for in top candidates. These conversations have led us to identify that there is a difference between being **Employer Ready** and **Employer Competitive**.

* ***Employer Ready*** means that you have completed the minimum of what is expected to enter into a typical job application process. An Employer Ready candidate has strong professional materials and yet struggles to make it past the screening stage of most job application processes.
* ***Employer Competitive***candidates have positioned themselves for success through networking, company research, excellent professional materials, and a strong demonstration of their commitment to ongoing learning. Employer Competitive Candidates are proactively seeking and pursuing the jobs that they want with effective outreach and follow-up strategies. Your Career Services Team is here to help you become Employer Competitive

This course is different from other courses. In fact, we don’t think of Career Services as a course; we think of Career Services as a set of milestones that you accomplish, with our support, on your way to becoming Employer Competitive. We encourage you to review the resources and tools available in each lesson and use those that seem most helpful to you depending on your prior career experience.

As you may already know, your Career Services Team consists of your Career Director and your Profile Coach. **In the first half of the program, you won’t hear as much from us as you will from your Student Success Manager and your Instructional Team. We want you to focus on the academic experience and ease into the job search process by beginning to build your visibility in the job market, and by drafting your job search materials.** It is in the second half of the program that Career Services intensifies.

**WHAT’S AHEAD**

**Milestone 1: Going from Employer Ready to Employer Competitive**

First, you will familiarize yourself with what it takes to be Employer Competitive. If you have any questions, please email your Career Director or attend his/her office hours.

**Milestone 2: Create Professional Materials I**

You will build your brand statement, and you will use your brand statement to update your LinkedIn profile. If you already have a brand statement (or bio), you can simply update it. You will submit your brand statement to your Profile Coach for feedback. It is critical that you submit your brand statement on-time through an editable Google doc. Profile Coaches will provide feedback within 2 weeks of the due date.

**Milestone 3: Build Your Visibility**

Networking is essential to finding a job. You will begin to plan for your increased online visibility and to identify local networking opportunities. Great candidates are clear about they are looking for. We will take you through a short process to help you reflect on and identify your own job requirements. You will begin to research companies and make yourself visible in the market. For those of you new to networking, we provide you with tips and resources.

**Milestone 4:  Create Professional Materials II**

You will receive all the resources you need to build a technical resume. You can use these resources to update an existing resume or build a new one. You will submit your resume to your Profile Coach for feedback through an editable Google doc. It is critical that you submit your resume on-time. Profile Coaches will provide feedback within 2 weeks of the due date.

**Milestone 5:  Polish Your Portfolio and Github**

At this point, you will be ready to start building the materials you will need to apply to jobs. You will further update your LinkedIn profile, Portfolio, and Github so that you have reached Employer Competitive. You will submit your LinkedIn profile, Portfolio, and Github to your Profile Coach for feedback through an editable Google doc. It is critical that you submit these on-time. Profile Coaches will provide feedback within 2 weeks of the due date.

**Milestone 6: Preparing for a Successful Interview**

This milestone contains the materials you need to prepare for an online Behavioral Interview Workshop. Behavioral Interview Workshops are offered at least twice a month. You can find the schedule [here](https://sites.google.com/trilogyed.com/careerevents/home).  In order to be Employer Ready you will need to participate in one of these workshops. We strongly recommend attending a workshop after Milestone 2,  but prior to graduation. You are more than welcome to attend as many workshops as you want.

**Milestone 7: Employer Ready**

Ensure that you have incorporated any feedback from your Profile Coaches into your job search materials. Submit your final Resume and Portfolio for final review and approval.

**YOUR 1:1 COACHING SESSIONS WITH YOUR CAREER DIRECTOR BEGIN ALONG WITH MILESTONE 7**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Completion Dates** | |
|  | Assigned Week | Due Week |
| Milestone 1: Employer Competitive | 2 | 4 |
| Milestone 2: Create Professional Materials I | 3 | 5 |
| Milestone 3: Build your Visibility | 5 | 7 |
| Milestone 4: Create Professional Materials II | 11 | 13 |
| Milestone 5: Polish Your Portfolio and Github | 16 | 18 |
| Milestone 6: Prepare for a Successful Interview: *Register for a Behavioral Interview workshop* [*here*](https://sites.google.com/trilogyed.com/careerevents/home)*.* | | |
| Milestone 7: Employer Ready | 21 | 23 |

I have reviewed the information supplied. I

am looking forward to re-branding and developing professional materials in preparation for job search and career change.

Each of the milestones in the schedule above is designed to produce a solid outcome in the end. Going from Employer Ready to Employer Competitive is a very challenging step.

Creating and refining my brand through solid professional credentials is something that I have struggled with in the transition so I am looking forward to the makeover.

Working on visibility and further professional material will help further in the process. I would like the prospect of having some coaching to get github and portfolio developed.

The interview preparation is the most challenging thing for me and I am looking forward to working with the team and doing what ever it takes to be employer ready.

Jeff Olson