**JOB OUTCOMES PROGRAM FAQ**

**What is the Job Outcomes Program?**

Job Outcomes Program is an Institute of Data initiative where we provide coaching and guidance to assist our students in securing employment.

We encourage students to start working on the Job Outcomes project as soon as possible. It is an intense period of activity for you to work hard to achieve your personal career goals. It requires commitment, focus and hard work.

**What does it include?**

The program involves two in class presentations where we cover the below topics:

| Resume | Cover Letters |
| --- | --- |
| IOD Job Board Signup | LinkedIn Profile |
| Being proactive | Interview Preparation |
| Dress Code | Interview execution |
| Internship & Volunteering | Salary Negotiation |
| Networking & Hiring events | Mentors  Access to Industry Contacts |
| Job Application & Tracking Sheets  In your Job Outcomes Folder | Useful Links |

Additionally, when you have completed the recommended changes to your resume, cover letter and linkedin profile you can book in a session with one of our Career Advisors.

**What do I need to do?**

Capture your activities in the Job Outcomes Tracking Sheet as well as saving your resume and cover letter.

The outcome of your career involves heavy initiative from students. You will need to be proactive and absorb the guidance that is provided to ensure that you create a unique profile which will attract potential employers.

Look for opportunities to demonstrate your experience and passion through education, internships, work experience, sharing content, blogging, networking.

**What are the Job Outcome Goals?**

In order to achieve your career objectives, you will need to take action. So we set the same basic activity goals for everyone in the program until they achieve their objective. We expect you to aim for and achieve:

* **10+ Job applications per week**. We encourage you to tailor your applications to address your experience and interest in each of the roles. Remember you don't have to be an exact match to apply for a role. If you meet 70% of the requirements apply!
* **4+ events attended per month.** We recommend you to be active in networking in your industry. In the current market there are a range of online events as well as in person. At these events, you will have the opportunity to meet prospective employers and industry professionals that could support you in your career. Connect with them on LinkedIn after your meeting and make a point to like, comment or share their latest post.
* **20+ target employers.** We ask that you start to build relationships with prospective employers. To start with this we recommend that you create a list of 20 employees that you would like to work for in your Job Outcomes Tracking Sheet and then research key contacts. These may be people in recruitment or prospective hiring managers. Once you have captured key contacts connect with them and introduce yourself and let them know you are looking to further your career.