

# CODEWORKS CAREER SERVICES AGREEMENT

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Getting a job in tech can be rewarding, fulfilling, and even life-changing, but the process is definitely hard.

With the help of our passionate instructors and staff we can help inspire students to achieve their goals and dreams. Just like with every aspect of this course we can guide you, but we need you to put in the hard work in order for you to be successful.

Conducting an effective job search is tough, especially if you're doing it on your own. We want to support you along the way. In order to get support throughout the job search process we need a commitment from you. This commitment means completing assignments on time and follow the guided instructions.


- Completing all career service homework (including swot analysis, job search tracker, resumes, LinkedIn, and interviewing assignments) and submit links on time for review.
- Maintain contact weekly after graduation with Brittany and show continued activity on LinkedIn and Github, and keep up with post graduation tasks

Career services can be coaching graduates to tap into their networks for opportunities, consulting on how best to follow-up after an interview, giving advice on how to start conversations at a meetup, offering tips on how to negotiate an offer, or really providing additional guidance and support wherever our graduates need it.

If a student fails to submit three assignments they will be considered "non career seeking" and will be opted out of future career services including mock interviews, employer leads and recommendations, and career advice. The student will receive written notification of loss of career services after the third failed submission.

During class we expect each student to take each portion of the curriculum serious and put forth the required effort to be successful.

- **Week 4:** Understand and agree to the career services commitment. This will help outline our expectations of you throughout this journey. Create a Github repository titled your Github "username"
- **Week 4:** Identify strengths and value that you can bring to an employer. This will help you determine your value and help you separate yourself from other candidates. Complete personal SWOT analysis. Upload to repository
- **Week 5:** Identify 10 companies you would like to work for by searching articles like "Best Place to Work" and find 10 Software Developer job openings that intrigue you. Create a document listing the 10 companies and URLs to the job listings you found. Take the job listings and company names you found and create a word cloud. What words are the biggest?
- If you have a LinkedIn account, find 2-3 people at each company you put on your list. This will give you a good starting point to networking. **If you don't have a LinkedIn account this needs to be included with your Week 7 tasks.**
- **Week 8:** Review the LinkedIn documents and optimize your LinkedIn profile. Start increasing your connections to reach the goal of 500 (You do not have to be at 500 by this week). Add 10 new connections this week. If you are new to LinkedIn review week 5's task.
- Connect with 10-20 more people using the searching and filter techniques. Craft a custom LinkedIn message and send it in for approval.
- **Week 9:** Go through and update your resume. Create a stylized resume and an ATS friendly resume.
- **Week 10:** Write out elevator pitch and STAR scenarios. Create readme on Github and attach elevator pitch, Resume, LinkedIn URL, record 90 second elevator pitch. Complete two white board challenges with a peer and write a summary on your experience.
- Polish up projects, create a landing page and start applying for jobs if you haven't already begun.
- **Week 12:** Practice, practice, practice elevator pitch, STAR, whiteboard challenges for week 13.



To continue to receive assistance from our Instructors and staff, you must be actively job seeking and meet all of the following job search requirements during the six month period following completion of the program.

- Be available and active on Slack. This is the best way for our staff to get in contact with you. We use this as our main form of communication during and after the course. Be in contact with Brittany at least once a week.
- Make contact with 8-10 specific individuals at prospective employers within the software development field each week. Record networking activity on spreadsheet and furnish it upon request from CodeWorks staff.
- Apply to 3-5 jobs per day (if applicable). On a weekly basis, update your job search tracking tool, networking attempts, applications submitted, interviews completed. etc.
- Post and/or comment on LinkedIn posts 2 times a week. This is easily trackable through LinkedIn activity but should be added to tracking tool.
- Pushing code minimum 3-5 times a week publicly to github that can be verified by CodeWorks staff members.

If a graduate isn't communicative, they aren't proactively reaching out and actively coding they typically disappear altogether we will be putting our career service efforts towards other students. To resume assistance the graduate will need to show activity in regards to communication and coding before we are able to assist or recommend graduates to employers.

We know you can do it and we want to support you along the way. If you follow and implement the tips provided you will be successful. We can't wait to continue this journey with you.

- The CodeWorks Team

