

BGA Career Development & Coaching Course

Session Two - Fall 2024



©UC Berkeley, BGA

Course Creator: Sally Clapper

Instructor: Jennifer Davis, MA

Important Info

Class Location:
Banatao Auditorium
Sutrardja Dai Hall

Class Dates:

Wednesdays

10:00am-12:00pm

**9/4, 10/9, 10/16, 10/23
10/30, 11/6, 11/13, 11/20**

 **BMAIL**
jenniferdavis@berkeley.edu

Connect with Me



linkedin.com/in/jennifergregorydavis

Note:

10/23 will be held on Zoom

Important Info

ATTENDANCE Exit Cards

- Name
- Date
- Takeaway of the day
- Question(s)

GRADING

- P/NP and it will not affect your overall GPA.



TRANSCRIPT

- This is an Extension course and will show up in the same transcript as your other courses at the end of the semester.

CAN YOU FIND THE COURSE ON CALCENTRAL?

- No, because it is an Extension course. You will find this course in your Canvas account. If you do not see this in your Canvas yet, email me or bga@berkeley.edu.

CLASSES WILL NOT BE RECORDED, YOU MUST BE PRESENT

UNITS | COURSE CREDITS

This is a 1-unit course that applies to your 12-unit minimum course requirement.

F1, OPT or I-20 Visa Info

Please contact bga@berkeley.edu OR the International Services team at extension-intl@berkeley.edu

Our Journey This Semester



Welcome & Overview

Assessments,
Career &
Academic Clarity

Resume & CVs
Summary
Statements

Informational
Interviewing &
Networking

Create a Polished
LinkedIn Profile

Cover Letters,
SOPs, Personal &
Diversity
Statements

Acing the
Interview &
Negotiation

Navigating Your
Career



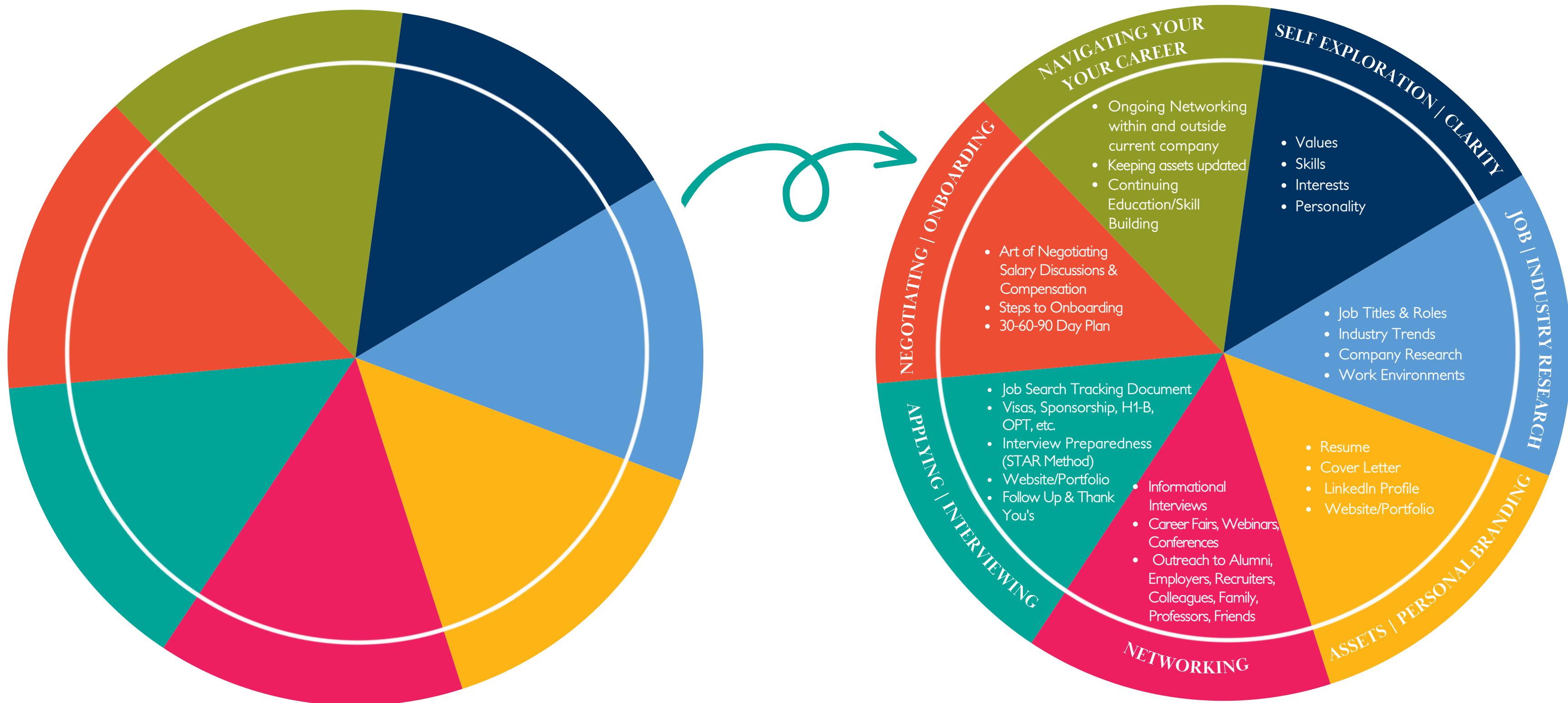
*One:One Coaching Sessions –
get customized support!*

Dicey Connections

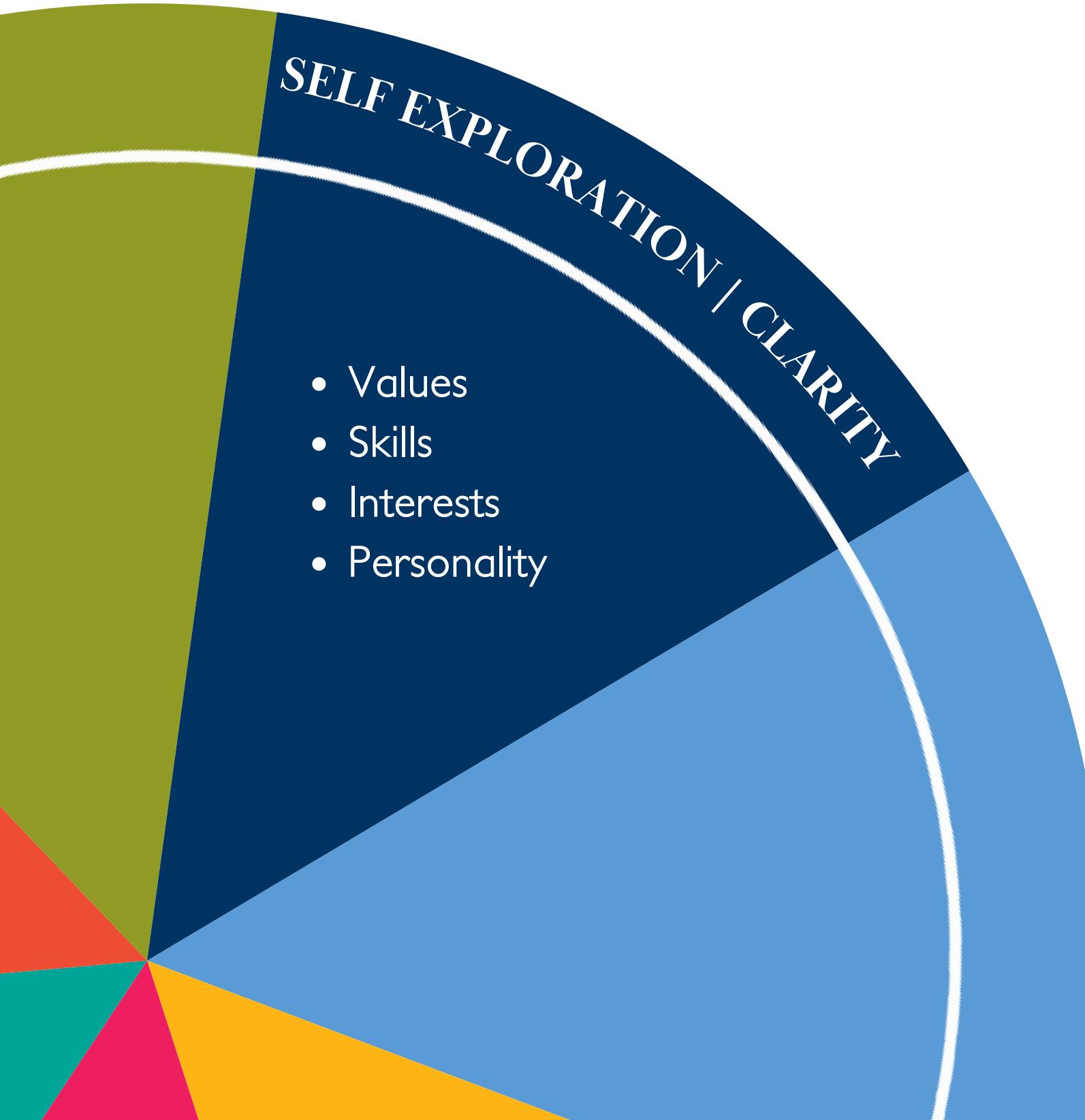
THE 7 STAGES OF JOB SEARCH



THE 7 STAGES OF JOB SEARCH



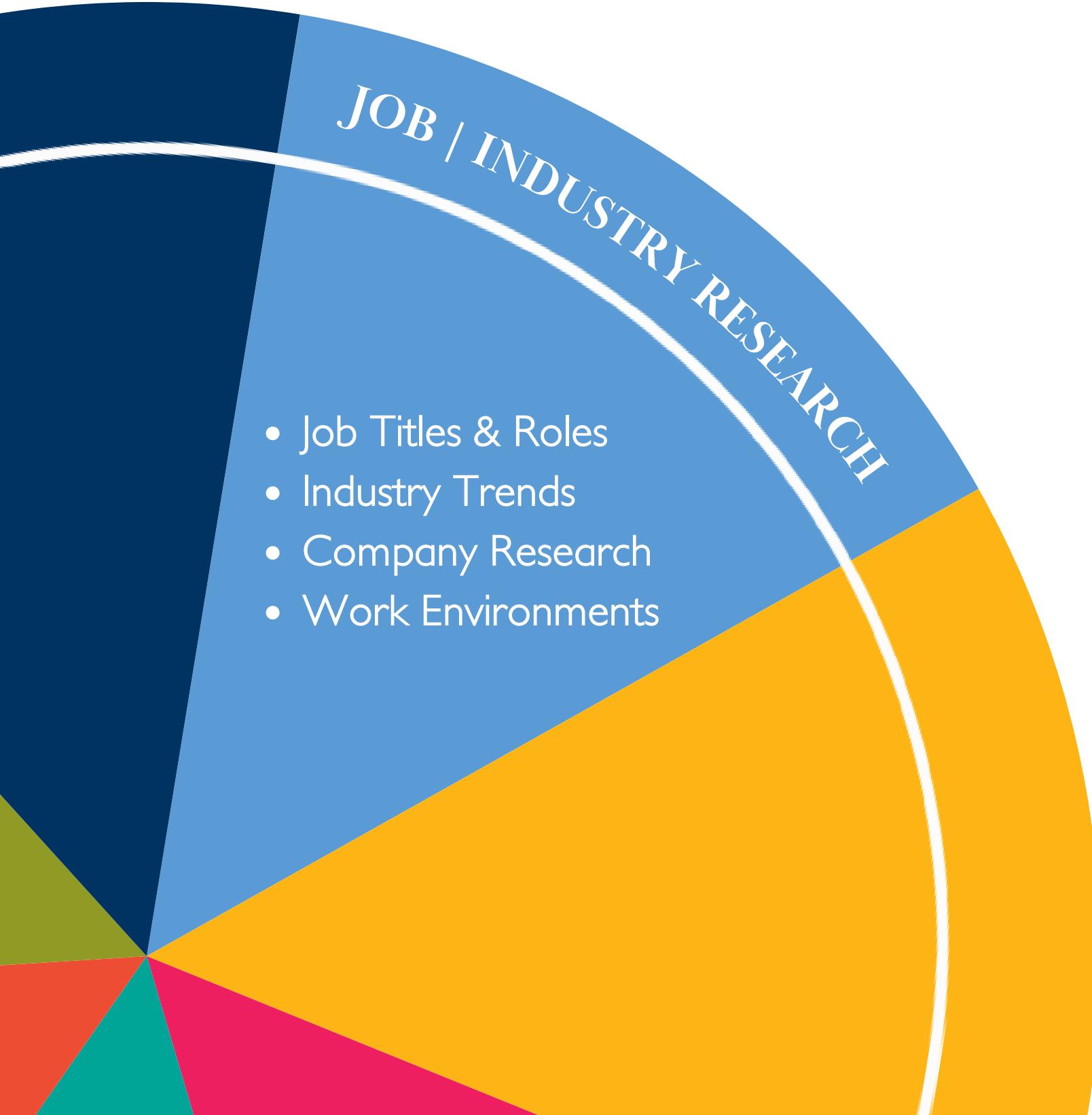
THE 7 STAGES OF JOB SEARCH



SELF EXPLORATION | CLARITY

- Values
- Skills
- Interests
- Personality

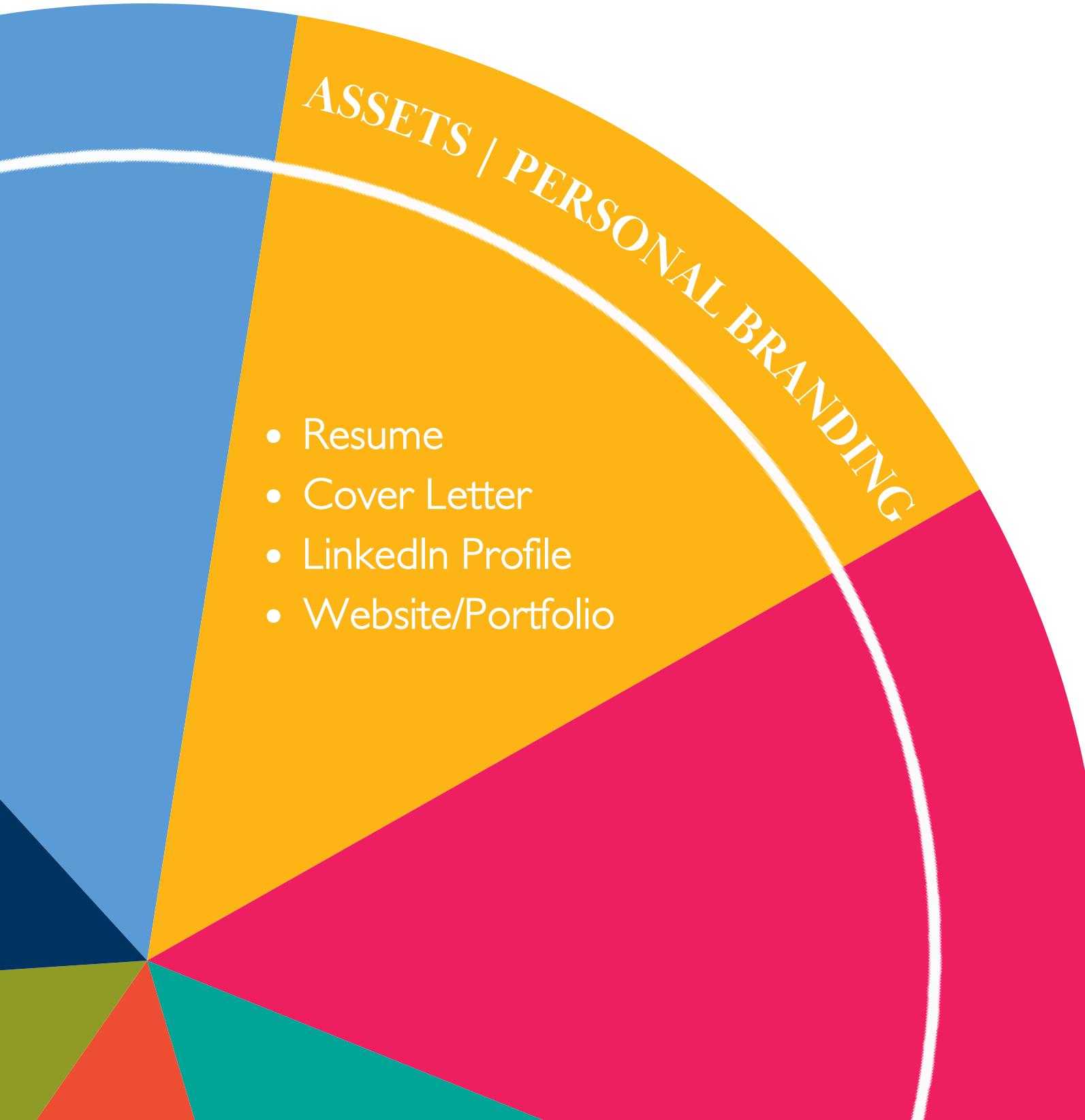
THE 7 STAGES OF JOB SEARCH



JOB | INDUSTRY RESEARCH

- Job Titles & Roles
- Industry Trends
- Company Research
- Work Environments

THE 7 STAGES OF JOB SEARCH



ASSETS | PERSONAL BRANDING

- Resume
- Cover Letter
- LinkedIn Profile
- Website/Portfolio

THE 7 STAGES OF JOB SEARCH



NETWORKING

- Informational Interviews
- Career Fairs, Webinars, Conferences
- Outreach to Alumni, Employers, Recruiters, Colleagues, Family, Professors, Friends

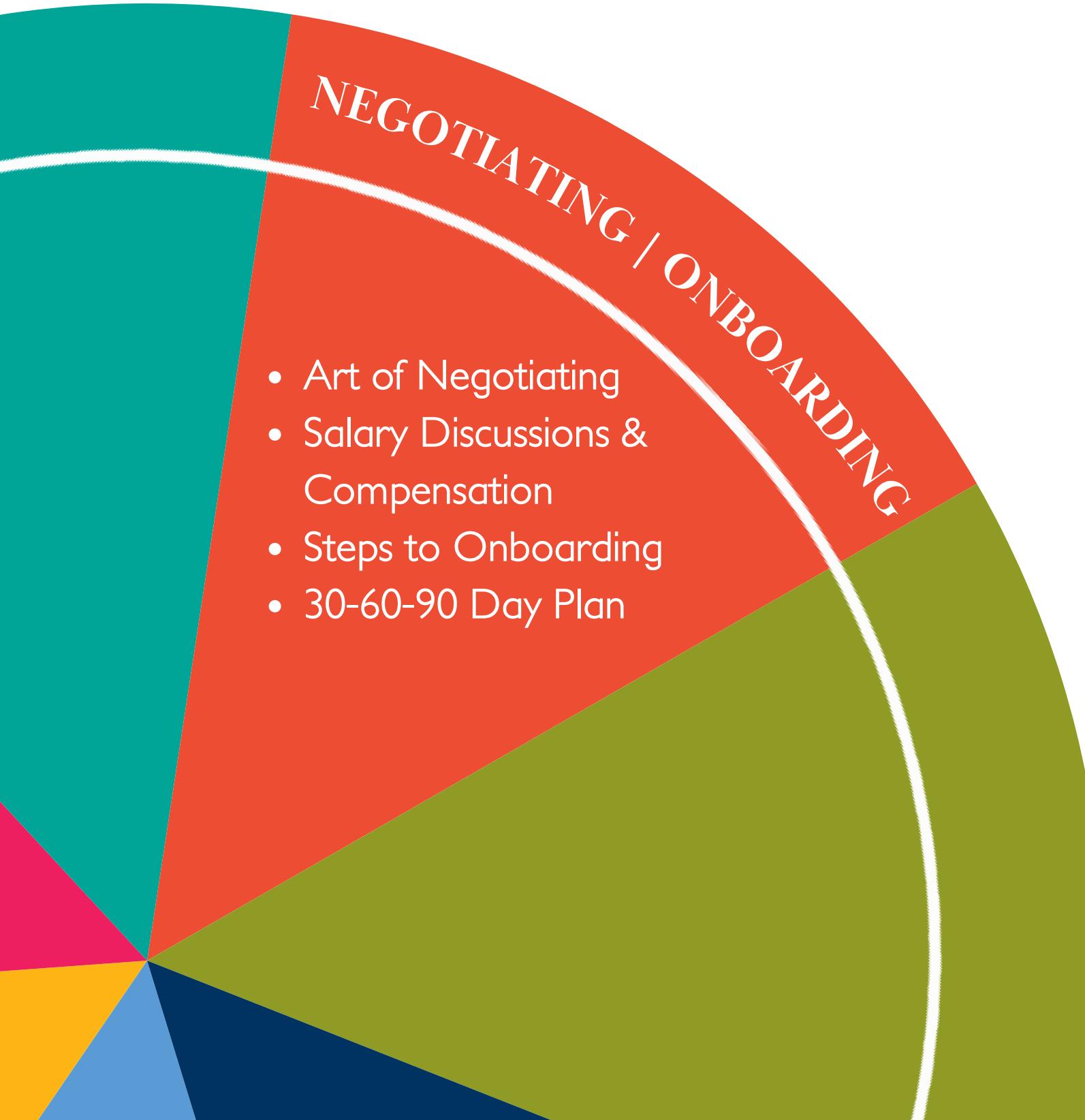
THE 7 STAGES OF JOB SEARCH



APPLYING | INTERVIEWING

- Job Search Tracking Document
- Visas, Sponsorship, H1-B, OPT, etc.
- Interview Preparedness (STAR Method)
- Website/Portfolio
- Follow Up & Thank You's

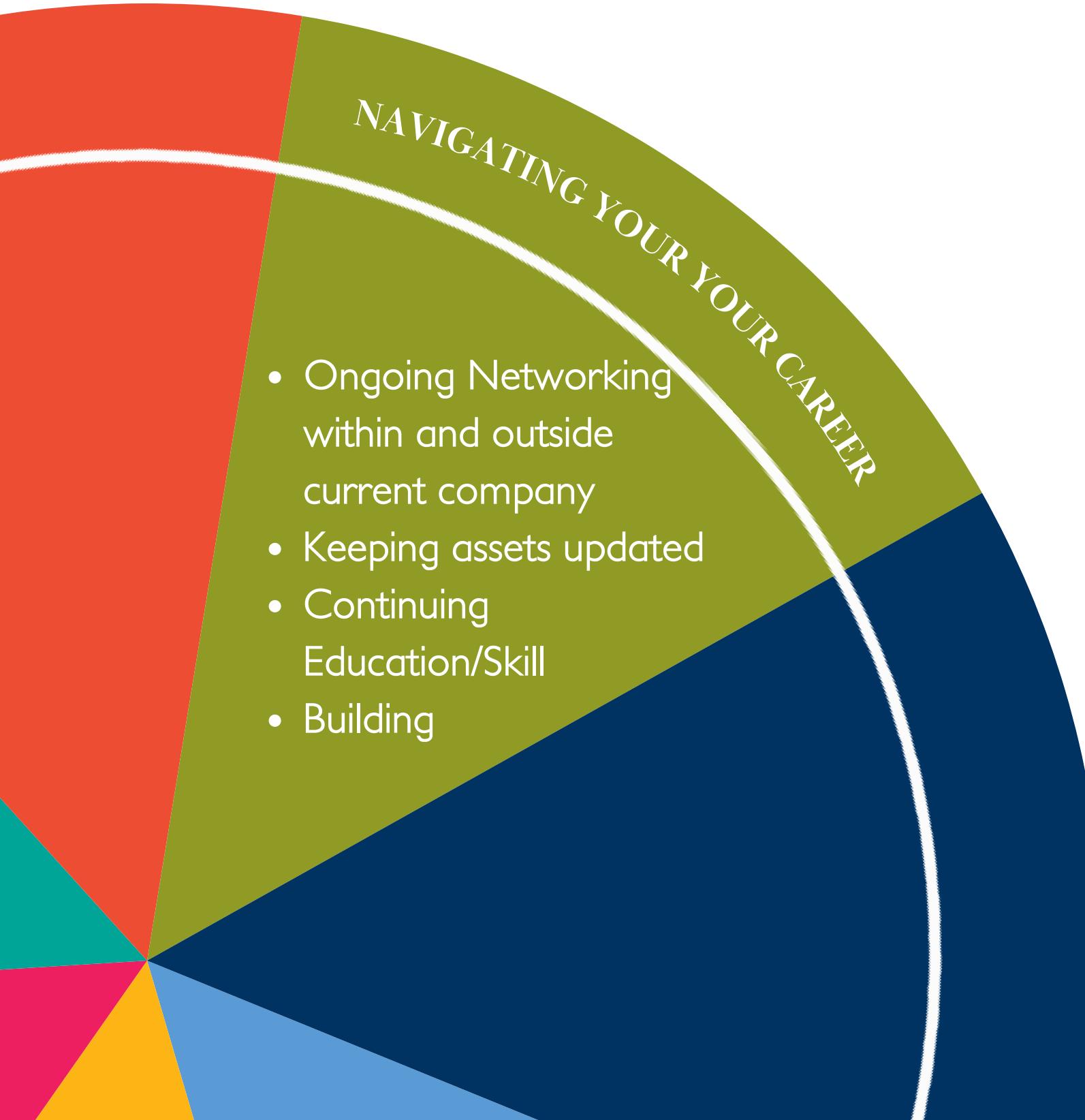
THE 7 STAGES OF JOB SEARCH



NEGOTIATING | ONBOARDING

- Art of Negotiating
- Salary Discussions & Compensation
- Steps to Onboarding
- 30-60-90 Day Plan

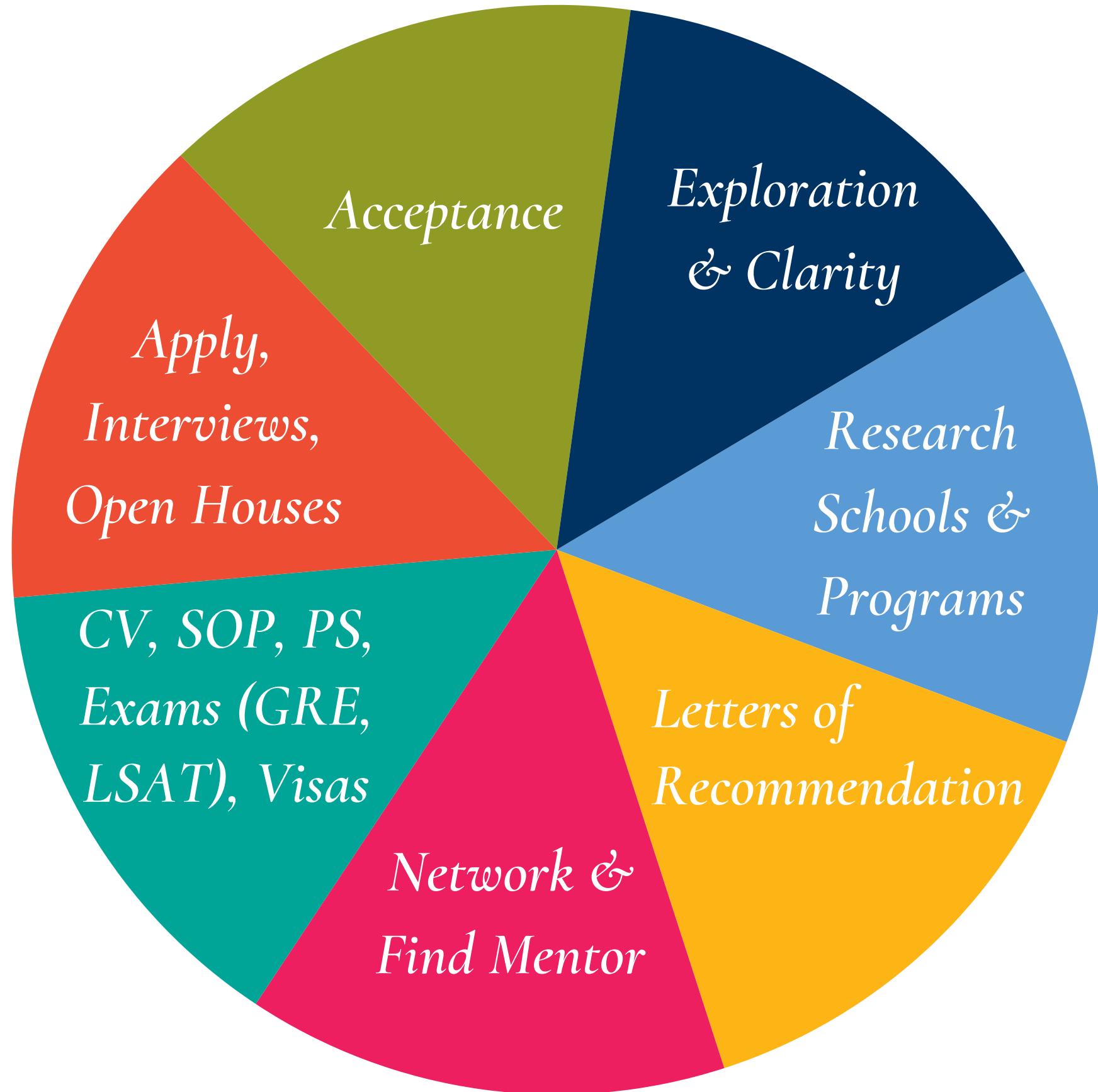
THE 7 STAGES OF JOB SEARCH



NAVIGATING YOUR CAREER

- Ongoing Networking within and outside current company
- Keeping assets updated
- Continuing Education/Skill
- Building

STAGES OF GRADUATE SCHOOL ADMISSIONS



The Graduate School Application Process

- 1 Clarity**
- 2 Research the Program**
- 3 Letters of Recommendation**
- 4 Network & Find a Mentor**
- 5 CV, SOP, PS & Diversity Statements**
- 6 GRE, LSAT, etc.**
- 7 F1 Visa, OPT, I20, etc.**
- 8 Application (Timing)**
- 9 Interviews & Open Houses**
- 10 Acceptance**

It's All About...

Knowing Your Purpose

Doing the Research

Building Your Personal Brand

Selling Your Unique Value

****how you can help THEM***

Standing Out From the Competition

*Generic is Forgettable,
Authentic is Memorable*

CHOOSE BETTER ROLES





Red Bull Wingfinder

4 MAIN CATEGORIES



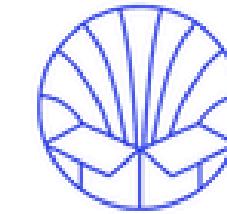
Connections

Measures how you manage relationships and how you manage yourself.

Direct Diplomatic Autonomous

Supportive Independent Sociable

Emotive Balanced



Creativity

Measures how you adapt, develop alternatives or force new information and experiences.

Focused Adaptable Pragmatic Innovative

Classical Open to experience



Drive

Measures your motivation, ambition and self-discipline towards pursuing goals and handling setbacks.

Patient Achiever Modest Confident

Relaxed Disciplined



Thinking

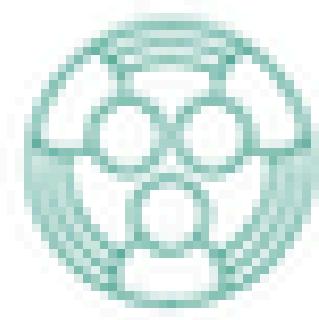
Looks at your ability to reason abstractly and solve complex problems.

Intuitive A Hands On Learner

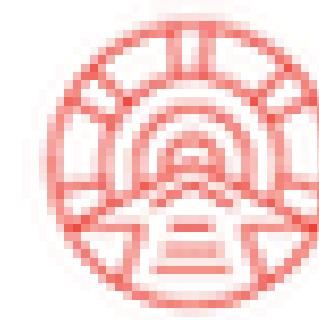
A Balanced Learner Analytical Agile

PERSONAL COACHING PLAN FOCUSED ON TOP 4 STRENGTHS

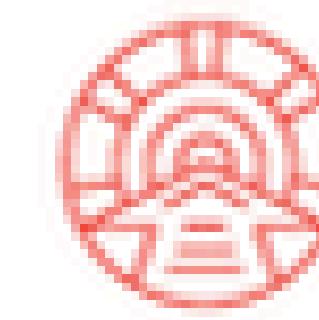
Your Top Strengths



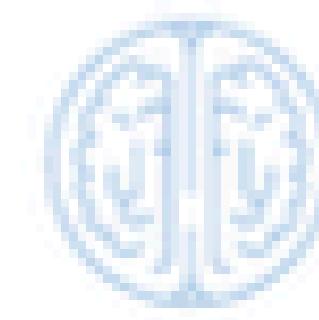
You are
Diplomatic



You are
Achiever



You are
Disciplined



You are
Analytical



You are disciplined

You're driven to complete what you start and like your workflow to be structured. People can rely on you because you're efficient and care about details.

Keep doing

Seek out projects and responsibilities that have or need structure, where you can prioritise your tasks and work accordingly. Your high standards of work, and desire to deliver, drive people around you to do better.

Stop doing

Identify situations where things aren't working as efficiently as they could be. Use your natural discipline to make them more productive. Be careful if you're chasing perfection in all you do — in some tasks, 80% will suffice and will allow you to move quickly to other tasks where your high standards are needed.

Start doing

When you're working with less disciplined colleagues, get them to focus on the results rather than the process itself. Learn to be aware of when your desire to complete tasks gets in the way of being flexible and being able to change priorities.

Pair Up



Switching gears...

canva

Generic is Forgettable

BE
YOU

Be your unique self;
then learn how to communicate who you are and what you do.



"Elevator Pitch"

As a Career Development Instructor and Career Coach, for Berkeley Global at UC Berkeley I guide students to craft unique personal brands and create valuable assets that help them to stand out from the competition when applying for jobs, internships or graduate school.

"XYZ Formula"

I help X > do/achieve Y > by doing Z

I'm in my final year as an international student graduating in Spring 2024 with a degree in Computer Science. I focus on helping [X-type of] businesses optimize their processes and increase efficiency [Y] by developing intuitive software solutions and leveraging cutting-edge algorithms [Z].

Drawing from my international background and rigorous computer science training at [University], I bring a fresh, global perspective to tech challenges. One of my recent projects involved [briefly mention a notable project]. I'm excited about opportunities to drive technological innovation and make a tangible impact.

"XYZ Formula"

Achieve(d) [X] 

As measured by [Y] 

By doing [Z] 

Okay: I teach Career Development to UC Berkeley BGA students.

Better: I teach Career Development to UC Berkeley BGA students, consistently receiving high evaluations and a 10/10 net promoter score.

BEST: I teach Career Development and coach 115+ UC Berkeley BGA students every semester using Strengths-Based tools, achieving a 99% satisfaction rate and a 300% enrollment growth in just one year since launching the course.

YOUR TURN



Speed Pitching

Goal: Develop a concise and impactful elevator pitch for networking and interviews.

1. **Pair Up:** Form pairs or a group of three if needed.
2. **Prepare & Pitch:** Take one minute to deliver your elevator pitch.
3. **Feedback:** Partner gives feedback on clarity, impact, and memorability.
4. **Switch & Repeat:** Switch roles after feedback. Repeat pitch process.
5. **Rotate Partners:** Move to a new partner every two minutes.
6. **Objective:** Refine your pitch to communicate your professional identity effectively.

DREAM COMPANIES | ROLES | KEY CONTACTS

File > Make a Copy > Rename > Use

Next Assignment

Due by EOD 10/15/24

PART 1

List of your top 5-10 "dream" companies plus the job title(s) you'd love to land as your next step

OR

List of your top 5 universities and specific program(s)

PART 2

Share a first draft of an "elevator pitch" or "XYZ Statement" - see assignment in Canvas for details

Q & A



Resources

Best Places to Work

2024 LIST

LinkedIn Top Companies

Fortune Best Companies to Work For

Forbes World's Best Places to Work

Inc. Best Workplaces

Glassdoor Best Places to Work

HRC's Best Places to Work for LGBTQ+ Equality

Built In's Best Places to Work

Best Places to Explore Startups

- Wellfound (formerly AngelList)
- Crunchbase
- Startup-specific job boards:
 - StartupJobs (www.startupjobs.com): A global platform for startup job opportunities.
 - Work in Startups (www.workinstartups.com): A UK-based job board focused on startup positions.
 - Startopers (www.startopers.com): A job board specifically for startup roles in tech companies.
- TechCrunch Jobs (jobs.techcrunch.com): A leading technology news outlet
- Remote job platforms: Upwork, Freelancer, and We Work
- Accelerator and Incubator Programs: Examples include Y Combinator (www.ycombinator.com) and Techstars (www.techstars.com)

JOB SEARCH TRACKING SHEET

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GRAD SCHOOL APPLICATION TOOLKIT

File > Make a Copy > Rename > Use

The screenshot shows a Google Sheets document with the following details:

Title: BGA Student Graduate School Application Toolkit

Instructions: The document includes several rows of instructions and requirements:

A	B	C	D	E	F	G	H	I	J	
1	Pending	Complete	Deadline	III See Instructions and other sheets below !!!						
2	Campus	Deadline	Degree	Subject	Department Supplements	Personal Statement	Letter of Recommendation	Send Transcripts to School	Mail Transcripts to Program	Send GREs
3	San Jose	February 1st	MS	Industrial/Organizational Psychology	Resume Self-addressed stamped postcard, resume, transcript		Forms	x	Hard Copy	x
4	San Francisco	February 1st	MS	Industrial/Organizational Psychology	Resume, Volunteer experience, Self-addressed stamped postcard		No form, sealed flap.	x	Hard Copy	x
5	Long Beach	February 15th	MS	Counseling: Student Development High Education	Resume, Unofficial transcript		Forms	x	n/a	N/A
6	Sacramento	March 1st	MA	Higher Education	Resume, unofficial transcript		Forms	x	Unofficial	N/A
7	San Diego	March 1st	MA	Educational Leadership (Post-Secondary)	Scan transcripts for online, Assistantships		Online	x	Hard Copy	x
8	Fullerton	March 1st	MS	Higher Education	Resume		Forms	x	n/a	N/A
9	San Bernardino	March 1st	MS	Psychology (Industrial-Organizational Concentration)	A copy of your university application receipt (unofficial) Transcript		Forms	x	n/a	Optional

Bottom Navigation:

- + ■ CHECKLIST ▾
- Instructions - A Message from Sally ▾
- SAN DIEGO ▾
- LONG BEACH ▾
- FUL ▾
- Exp

Career Explorer Resources

Career Test

*based on Holland Code + Big 5 Personality Test
cost \$1.95*

<https://brainmanager.io/>

Career Explorer

*free version gives you lots of career suggestions, skills and degrees
needed, plus estimated salaries*

<https://www.careerexplorer.com/career-test/>

STEM Career Roles

<https://www.thegist.edu.au/students/careers-in-stem/quiz-and-careers/careers-a-z/>

Next Assignment

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Q & A

Exit Card 10/9



Next Class: 10/16

Resumes & CVs

Summary Statements

How to Find Jobs