# Directions:

***Create a new document and copy and paste the question prompts into that document.***

*You will be asked to submit this assignment in an AirTable form at the end of the day. Choose the blue Share button on the top right. Choose “Get Shareable Link” from the top right of the pop-up box. Click on the “copy link” button. Then paste this in the textbox on the AirTable form, using a keyboard shortcut or right click (double click on Mac) and choosing “Paste”.*

*You will have just 1 link for both the careers assignment and technology checklist.*

# Career Assignment

**Get started!**

1. Join the appropriate career help channel for your cohort:
   1. #career\_help for full time students
   2. #career\_help\_pt for part time students
2. If you do not already have a professional email address to use for job applications and when corresponding with your professional network, create one:
   1. Gmail is a good default- time to retire your hotmail and aol accounts from middle school!
   2. Your email should be a variation of your first name and last name: [*firstnamelastname@gmail.com*](mailto:firstnamelastname@gmail.com)
   3. Underscores, periods, initials, numbers, and any other variation of a professional name or nickname is fine
3. Complete the careers priority worksheet (below)

**Career priorities**

From the list below, rank your top 10 priorities in a company. Focus on the things that are truly important to you, rather than things that would be nice to have. *Note: this is just to get you thinking about things! If you aren’t sure yet whether something is a priority, that’s ok. We’ll talk about these benefits more throughout your career lessons.*

|  |  |  |
| --- | --- | --- |
| * Compensation * **Large company/team size** * Medium company/ team size * Small company/team size * Name/brand recognition * No travel required * Some travel required * On/near public transit * **Remote option** * Specific field/focus * 401(k) or other retirement matching | * Annual bonus option * Education stipend * Equity (stock options, RSUs, etc.) * Flexible working hours * Health insurance * Other insurance (life, dental, vision, etc.) * Transportation benefits * Clear path for growth * Internal training/ shadow programs * Mentorship opportunities * Paid parental leave | * Family planning benefits (IVF, egg freezing, adoption assistance, etc.) * Daycare on site/ nearby * Strong diversity and inclusion values * Affinity, interest- based, or social groups for staff * Short commute * Relocation benefits/stipend * **Snacks/meals** * Other: \_\_\_\_\_\_\_ |

**Top 10 priorities (in order of importance):**

|  |  |
| --- | --- |
| 1. \_Compensation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_Paid parental leave\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_Strong diversity and inclusion values 4. \_Health insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_Other insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. \_Flexible hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_Short commute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_Remote option\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_Large company/team size\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_Snacks/meals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Start to explore options**

Next, start to think about your dream company(ies) or field(s). It’s ok if you don’t have a good idea of this yet- what are the top 1-3 companies or fields that come to mind? It’s ok to think big, and it’s ok to list companies or fields you don’t know a lot about yet- this is the starting point for you to begin to dive deeper.

Dream company: \_\_\_Google\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dream field: \_Web Developer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Then, open up a search engine, and enter “companies like (company 1)” or “(field 1) companies.” For example, if you were interested in Lambda School and/or edtech, you would search for “companies like Lambda School,” or “edtech companies.”

Companies similar to your dream company, or in your dream field:

|  |  |
| --- | --- |
| 1. \_\_Microsoft\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_Pinterest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_Airbnb\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. \_\_Lyft\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_LinkedIn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_Alphabet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Next steps**

Now you have a starting point for your career research!

From here, you can go to each company’s website, search employee reviews on Glassdoor.com (one of your best friends as a searcher!), and find articles online to see whether any of these companies align with your priorities that you ranked above. This is how you begin your search!

We recommend tracking your research in Huntr so it’s always easily accessible. You can sign up for a free Huntr account through Lambda School [here](https://app.huntr.co/lambda-school/signup).

While we do not recommend applying to jobs until you are close to completing the Lambda coursework, we ***do*** highly recommend researching career pathways and talking to people who work in your field early on. By doing this, you’ll have a strong understanding of what skills (both technical and professional) you need to get a job in your field, and this will give you a major leg up in your job search once you’re ready to start applying!

You can expect to cover all aspects of job searching, from networking to applying to interviewing, throughout the careers curriculum. For those of you eager to learn more about career development and job searching in the tech field now, you can find a huge range of resources, tools, and checklists in the [Job Search Handbook](https://docs.google.com/presentation/d/1qVtnwbTY2XqzA83OLSbKVHIGRg13nMekEmbyhFJF_Ak/edit?usp=sharing).

# Technology Checklist

1. System Requirements.

What operating system are you using? \_\_Windows 10\_\_\_\_\_\_\_\_

[Determine the type and speed of your processor](https://www.computerhope.com/issues/ch000046.htm)

What is the type and speed of your processor? \_\_\_Intel Core i7-7700 CPU @ 2.8GHz\_\_

[Determine the size of your hard drive](https://www.computerhope.com/issues/ch000497.htm)

What is the size of your hard drive? \_\_\_\_237 GB­­­­**\_\_\_**

How much available space do you have? \_\_\_11.3 GB\_\_\_\_\_\_\_\_

Look back through the minimum requirements for a system in the curriculum to be sure your system is going to work.

\_X\_\_\_ Yes, my system meets the minimum requirements.

\_\_\_\_\_ No, my system doesn’t meet the minimum requirements. You need to upgrade your system or contact /frontdesk in Slack to request a loaner computer.

2. Test your microphone, speakers and camera using Zoom

[Zoom](http://zoom.us)

Choose "Start a Meeting" and select “with Video On" to open up a Zoom session.

Choose "Test Speaker and Microphone"

Did both your speakers and microphone work? \_Yes\_\_\_

Turn on video

Does your video display properly? \_Yes\_\_\_\_

Is the lighting appropriate in your room so that others can see your face? \_Yes\_\_\_

Do you need to organize or remove anything from your background? \_\_No\_\_\_

3. Typing WPM

[Take a Typing Test](https://www.keyhero.com/free-typing-test/)

How many words per minute can you type on average? \_\_\_71\_\_\_

If this is not 45 wpm or above, what is your plan for practicing typing? \_\_\_N/A\_\_\_\_\_

4. Search Engine Skills

Google offers a fun game to test your search engine skills. Try [A Google a Day](http://www.agoogleaday.com/)

Try all four questions. How did you do? \_\_\_\_1895\_\_\_\_\_

If you struggled to answer the questions, what is your plan for increasing your search skills? \_\_\_\_\_N/A\_\_\_\_\_

5. Evaluate Web Resources

Choose a website resource that you think is a good source of information for your track.

What website did you choose? \_\_Stack Overflow\_\_\_\_\_\_\_\_\_\_\_\_

Look through the questions presented on [Evaluating Internet Resources](https://www.library.georgetown.edu/tutorials/research-guides/evaluating-internet-content)

Is the site you chose credible? \_Yes\_\_ Why or why not? \_Questions are answered by a community of credentialed experts in the field.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Understanding copyrights, licenses, and plagiarism in a digital environment.

Just a few questions to test your knowledge. Answer for the country you plan to be working in. Use your internet research skills to find these answers.

1) Can a website be copyrighted? \_\_\_Yes\_\_\_\_\_

2) What is a good source of copyright free images? \_\_\_iStockPhoto\_\_\_\_\_

3) Do you have to register your work or is copyright automatic? \_\_You have to register\_\_\_\_\_\_\_\_

7. Installing and Updating Software

Are all of the programs installed on your computer up to date? \_\_\_Yes\_\_\_\_

For security and reliability reasons be sure all recent updates have been installed.

8. Virus and Malware Protection

What virus and malware protection software are you using on your computer? \_\_\_Malwarebytes’ Anti-Malware\_\_

Is this software updating regularly? \_Yes\_\_\_\_\_\_\_

9. Managing Digital Files

What method are you using for file backup? \_\_External Hard Drive\_\_\_\_\_\_

Do you utilize a file naming convention and folder structure on your computer? \_\_\_No\_\_

If yes, describe it.

If no, how do you plan to organize your files for Lambda School. \_\_Dedicated external hard drive for Lambda files\_\_\_

10. Command Line

Do you know how to access the command line on your system? \_\_Yes\_\_\_\_

If no, what is your plan for learning how to do this? \_\_N/A\_\_\_

11. Capture, Annotate and Share Screenshots

Using the screen capture tool of your choice to take a picture of a program on your computer, add annotations and save the file. Copy and paste the picture in this file.

