



TIPS FOR SUCCESS BEYOND THE UNIVERSITY OF GUELPH

GOOGLE YOURSELF



70% of employers use social media to screen candidates before hiring. Take time to clean up your online presence to ensure you are being portrayed favourably.

DEVELOP STRONG JOB SEARCH DOCUMENTS

Ensure you understand how to develop professional, targeted resumes and cover letters and the features that help these documents stand out. Visit the [Virtual Learning with Career Advisors](#) page for resources to help you.

POLISH YOUR INTERVIEW SKILLS

Develop & practice your answers to common interview questions. Understand how and when to use the [STAR Technique](#) method, & conduct company research before every interview. Schedule a mock interview in the EL Hub for support.

TRACK YOUR JOB SEARCH EFFORTS

Use a method that works for you to track company & hiring manager names, dates applied, & follow up efforts. Remember to save copies of jobs applied to (not links-they expire!) for future reference.



UNDERSTAND YOUR RIGHTS

Visit the [Ontario Human Rights Commission](#) website to strengthen your understanding of employee and employer rights & responsibilities related to employment.

CONSIDER REQUESTING ACCOMMODATIONS

Do you have accommodations at UofG? Will you require similar ones in the workplace? Refer to [this document](#) to help you decide.

CONSIDER DISCLOSURE

Will your disability impact your ability to compete in the hiring process or your ability to do the job itself? If yes, [disclosure](#) should be considered. Otherwise, it may not be necessary.



SEEK SUPPORT FOR YOUR JOB SEARCH

Career Advisors in the EL Hub are available to alumni free of charge for one year beyond convocation. [Disability-specific job boards](#) and organizations often provide free services to job seekers as well.



NETWORK ACCORDING TO YOUR STRENGTHS

At least 70% of jobs are not published. Making connections is vital to career success. Think about who you are already connected to and start there. See a [Career Advisor](#) to determine your best networking approach.

ACCESS THESE RESOURCES TO HELP YOU SUCCEED

Connexions Weekly Newsletter

- Sent from Ontario Public Service Accessibility Office
- Intent: to support students and graduates with disabilities to find meaningful employment

MentorAbility Program

- Mentoring experience connecting job seekers with disabilities to employers

Employment & Training Supports in your Area of Residence

