

This Career Preparation Checklist outlines key actions for incoming MCS, MSWE, MDS, and MHCID students to initiate their professional development or advancement plan. Organized by essential categories, the action items on this guide provide a systematic approach to help position yourself more competitively for forthcoming opportunities.

*Note: Some action items contain dates to indicate when platform access begins for new UCI students or dates for scheduled events.*

### Action Items

#### Getting Started + Explore Tools & Resources

- ☐ Attend one of the **Empower Hours**: Intro. to Career Development & Building your Career Blueprint Information Session  
(**Option 1 - Jul 1**: Register [here](#) // **Option 2 - Aug 1**: Register [here](#))
- ☐ **Jul 1**: Activate [CODE](#) (Required for MCS, MSWE, MDS, MHCID)
- ☐ **Jul 1**: Activate [Interstride](#) (for International Students + Work Abroad)
- ☐ **Aug 11**: Activate [Handshake](#) (Required for UCI Career Fairs)

#### Prepare your Professional Materials

- ☐ Create/update your **Master Resume** with recent experiences, projects & skills relevant to target job. See [samples/templates here](#).
- ☐ **Aug 11**: Upload & scan master resume in [BigResume](#) (within BigInterview). Revise your resume based on feedback & suggestions.  
\* Students must reach a "Silver" score before booking a resume review appointment with the Career Development Team
- ☐ Draft a general [Cover Letter](#) template that can be customized for different positions
- ☐ Create/update your [LinkedIn](#) profile; add technical skills & your academic/professional achievements
- ☐ Review the [Skills Builders & Resume Boosters](#) list & plan time to do activities that suit your needs
- ☐ Build/update your **Professional Portfolio(s)** on sites like:  
MCS/MSWE - [GitHub](#) // MDS - [Kaggle](#) // MHCID - [Behance](#)

#### Develop your Career Development Blueprint & Strategy

- ☐ **Aug 12 - Sep 12**: Attend workshops in **Career Kickstart Series**
- ☐ List your **top 10-15 Target Companies** & identify potential contacts
- ☐ Set up **Job Alerts** from your target companies & platforms like LinkedIn, CODE, Handshake, industry-specific job boards (e.g. StackOverflow, Kaggle, Behance)

#### Build Connections + Find your Professional Community

- ☐ Join your program's **LinkedIn** group to connect with peers/alumni:  
[MCS](#) // [MSWE](#) // [MDS](#) // [MHCID](#)
- ☐ Plan & prepare for recruitment events taking place Fall Weeks 1-3

#### Enhance your Interview Readiness

- ☐ Prepare for **Technical & Situational/Behavioral Interviews**  
MCS/MSWE - [LeetCode](#), [Pramp](#) // MDS - [InterviewQuery](#)  
MHCID - Get familiar with [different types/formats of interviews](#)
- ☐ **Aug 11**: Utilize [BigInterview](#) or book a mock interview on [CODE](#) with the Career Development team for interview preparation

### Resources + Important Links

#### Career Development + Job Search

- [CODE](#)
- [Handshake](#)
- [Interstride](#)
- [BigResume](#)
- [BigInterview](#)
- [UCI SteppingBlocks](#)
- [UCI Division of Career Pathways \(DCP\)](#)

#### LinkedIn Groups + Community

- [MCS](#) // [MSWE](#) // [MDS](#) // [MHCID](#)
- [UCI Alumni](#) // [UCI ICS Alumni Chapter](#)
- [ICS Student Council](#)
- [UCI Campus Groups](#)
- [UCI International Center](#)
- [UCI ANTreprenuer Center](#)
- [UCI Beall Applied Innovation](#)
- [Local Meetup Groups](#)

### Career Workshops

#### Welcome + Your Career Blueprint

- 7/1: Empower Hour [[Option 1](#)]
- 8/1: Empower Hour [[Option 2](#)]

#### Career Kickstart Workshop Series

12:00 PM Pacific Time / Zoom Links in [CODE > Events](#)

- 8/12: Skills Assessment
- 8/14: Target Companies
- 8/19: Breaking Down Job Descriptions
- 8/26: Resume/CL Best Practices
- 9/2: Networking + Hidden Job Market
- 9/4: LinkedIn for Job Search
- 9/9: Prof. Communications w/ Employers
- 9/11: AI in the Job Search

### Fall Recruitment Events

- 10/9: [UCI Fall Career Fair](#)
- 10/14-15: [ICS Showcase/Recruitment Fair](#)
- 10/16: [UCI STEM Career Fair](#)
- See [CODE > Events](#) for other events