

Guide for Warhawk Graduates

Career & Financial Tips
to Help You Succeed!

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Welcome, December 2024 UW-Whitewater Graduate!

Congratulations on achieving this wonderful milestone!

Whether you've already been hired or you're still seeking a position, this guide is for you. We hope that it provides helpful tips and resources to help you succeed after graduating from UW-Whitewater!



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Career and Financial Steps For Graduates

- ❑ Update your resume and cover letter
- ❑ Network and stay connected
- ❑ Find & apply to jobs
- ❑ Prepare for interviews
- ❑ Interview and follow up
- ❑ Negotiate your salary
- ❑ Set up student loan repayment
- ❑ Create a new budget
- ❑ Continue building skills





Career & Graduate School Resources

Whether you're searching for a job or considering graduate school, we've collected helpful resources to help you with your plans after graduation.

Career Services

Career Services can assist you with your career search from anywhere. In-person and virtual services are available for current students and alumni!

In-Person & Virtual Appointments

Potential Topics: Resume/Cover Letter Reviews, Interview Tips/Practice, Search Strategies, Explore Career Options, Graduate School & more!

- Through December 2024: Schedule an appointment using [Navigate](#)
- After December: Submit a request with this [Appointment Request Form](#)
- Request by phone: 262-472-1471

Resume / Cover Letter Reviews via Email

- Send resume and/or cover letter to career@uww.edu
- Reviews typically take 5-7 business days



Website Resources

Career Services has many resources on its [website](#) that can help you at any stage of your job search.

What jobs can you do with your major?

- Find UWW-specific resources [here](#)
- Job Data from [Recent UWW Graduates](#) broken down by college & major
- Additional Resources: [Career Explorer](#), [O*Net Online](#), [My Next Move](#), [What Can I Do With This Major](#) (available through May 2025)

Application Materials:

- [Resume & Cover Letter](#) tips and samples



Networking & Staying Connected

Networking and maintaining personal connections can help you to learn about available jobs. Follow these tips to help you get and stay connected.

- [LinkedIn](#): Update your profile and connect with coworkers, supervisors, peers, professors, and companies in your field
- [Handshake](#): Update your profile and make it public to employers
- Social Media: Check your privacy settings and clean up your accounts
- Attend Career Events & Fairs: Participate in networking events to learn about companies hiring NOW
 - Check [Handshake](#) and [LinkedIn](#) to find events
 - Find tips about participating job/career fairs [here](#)

Handshake: More Than A Job Board

Handshake has a lot to offer! Find jobs & internships, network with employers, read company reviews and ask questions.

Maximize Handshake by doing these 6 things:

1. Update your profile with your Work Experience, Skills, Interests & Extracurriculars
2. Make your profile public to employers so they can search for and message you about opportunities
3. Upload your current resume to easily apply
4. Log in often to search for new job opportunities
5. View upcoming events for networking opportunities

Login at <https://uww.joinhandshake.com> with your NetID through May 2025

Add your [personal email address](#) and [set up a Handshake password](#) to continue using Handshake after May 2025

Broaden Your Search! Additional Job Boards

Besides Handshake, there are many online job boards to help you find positions, including remote and hybrid options.

Tip: Be sure to visit organizations' career websites directly for up-to-date hiring information

- Career Services' collection of [job board links](#) includes:
 - Industry-Based Job Boards
 - Location-Based Job Boards
 - Inclusively: Board for job seekers with disabilities / veterans
- [GoinGlobal](#): U.S. & International career resources, job postings, and city/country guides (available through May 2025)

Not sure where to start? UW-Whitewater's Career Advisors can help you navigate your search. Request an appointment [here!](#)

Interview Insights

Many organizations are hosting phone and virtual interviews, in addition to on-site/in-person interviews. Here are some tips to help prepare.

Prepare for your interview using the [tips on our website](#)

- Know yourself and your skills
- Research the organization
- Research the job
- Make a list of questions to ask
- Anticipate questions and practice interviewing
- Express enthusiasm in the position during your interview

After the Interview...

- Thank the interviewer and follow up using [these tips](#)

Phone Interviews

Treat phone interviews like in-person interviews. Wear interview attire, use good posture, and prepare. The employer can sense your confidence over the phone.

- Find a private and quiet place without background noise (no people, tv or music.)
- Before the interview, test your phone's connection from this space to ensure a clear conversation.
- Be prepared: have notes and your resume in front of you.
- Speak clearly and confidently with an even pace.
 - Speak directly into the phone, and do not use speakerphone.
- Smile when talking; the interviewer will hear it in your voice.
- Take notes to reference during and after the interview.



Virtual or Video Interviews

Virtual interviews: real-time video conversations with an employer through a computer or phone.

Video interviews: you record answers to questions & the employer watches the video later.

- Use online tools to practice for your virtual and video interviews
 - [Interview Prep](#): free access with your UWW email through May 2025
 - Select interview questions, record and review your responses, and request staff feedback
- Consider your surroundings
 - Select a quiet place without background noise
 - Choose a background that is clean and simple
- Dress professionally
- Smile and be aware of your body language and posture
- Look at the camera; not at your face on the screen



They're Making an Offer: Salary Negotiation

Review and consider the offer you receive using these tips and resources.

Tips

- Consider the entire offer: salary, benefits and professional development opportunities
- Consider the cost of living for the location
- Read [these tips](#) for more information on negotiating your salary

Resources to help you research the offer

- [Occupational Outlook Handbook](#)
- [NACE Salary Calculator](#)
- [Glassdoor](#)
- [Salary.com](#)
- [Payscale.com](#)



Keep Building Your Skills After Graduation

Consider these opportunities to continue developing experience and skills if you don't secure a position immediately.

- Temporary positions or micro-internships
- Freelance work
- Take free online courses
 - Use [LinkedIn Learning](#) (free for UWW grads through May 2025) to build skills
- Read professional articles and eBooks for professional development
- Earn certificates for high-demand skills or learn a new language
- Volunteer
- Participate in a community club or organization
- Complete self-initiated projects

Graduate & Professional School

Some students pursue additional education after graduation prior to beginning their careers.

Considering graduate or professional schools?

Career Services has [resources](#) to assist you with the process!

- Researching graduate programs
- Completing applications & writing a personal statement
- Taking entrance exams
- Preparing for admissions interviews

Career Advisors are available to assist you via appointment

- Request online [here](#)
- Request by phone: 262-472-1471



A background image with a purple overlay showing a calculator, a pen, a pair of glasses, and several US dollar bills. The text is overlaid on the right side of the image.

Financial Tips

Information about
Student Loans,
Budgeting and
Financial Wellness
for your future

Student Loan Repayment

After graduating, it's important to determine how much you owe and to whom.

Federal Loans

View your total Federal Loan indebtedness, repayment options and loan servicer information at studentaid.gov.

- Your loan servicer is the organization to whom you need to make payments.
- Always be in contact with your loan servicer; they are there to help you!
- Trouble making payments? Contact your servicer for options to reduce or temporarily suspend payments.

Private Loans

If you borrowed additional loans from a private bank or credit union, contact that financial institution directly to learn about total indebtedness and repayment options.

Important Student Loan Next Steps

Complete the required Exit Counseling session at <https://studentaid.gov/exit-counseling/>.

Locate your servicer at <https://studentaid.gov/>.

Review your repayment options at <https://studentaid.gov/manage-loans/repayment/repaying-101>.

If working in public service or at a non-profit organization, explore Public Student Loan Forgiveness at <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>.

Budgeting & Financial Wellness

With the current state of the economy, you may be facing an extended time of reduced income. The ability to manage money wisely is essential. Use the following resources in your journey towards financial wellness:

Budgeting

- [Spending Plan Steps & Downloadable Worksheet](#)
- [Make a Personal Budget in 6 Steps](#)
- [Budgeting for the New College Grad](#)

Financial Wellness

- [Personal Finance Guides](#)
- [Money Essentials](#)
- [UW Credit Union Banzai](#)

For more information, contact us or schedule an individual appointment:

UW-W Financial Literacy Center
finlit@uww.edu, 262-472-2154
[Financial Literacy Center Website](#)

UW-Whitewater Is Here To Help!

We know you may have more questions.

If you need additional resources, please reach out to us for assistance.



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Financial Aid Office

262-472-1130

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[Website](#)



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