CLASSROOM TO CAREER: SUCCESS TIPS FROM PROFESSIONALS
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• Complete any trainings, internships, and research needed for your field of study.

• Learn how to work backward (know what kind of job/career you want before graduation) and get the coursework and training needed.

• Courses are stepping-stones to gain knowledge through class attendance.

• Go to class regularly—Be accountable (not only for yourself now but for your future).

• Turn your work in on time!

• Speak up in class. It helps the professor notice you and gives you public speaking confidence.

• Talk with your professors outside of class. If they know you, you have a better chance of getting recommended for internships, jobs, and networking events.

• You need references from professors.

• Make good use of group projects. Be a leader.

• You need hard skills (job knowledge, technical skills, office software skills) and soft skills (networking, leadership, teamwork, work ethic, etc.).
• Do not be afraid to work multiple jobs to get the experience you will need for your career.

• Understand the skills you will need and obtain them.

• Have and work your career plan throughout your college years

• Complete at least one internship.

• Remember that an internship is like a months-long interview. If you do well, you’re more likely to get a job offer.

• Networking is as important as your degree.

• Use LinkedIn to make connections with professionals who share relevant career interests.
4 Rs OF THE JOB SEARCH:

- RESUME
- REFERENCES
- REPUTATION
- RED FLAGS
RESUME

• Make sure your resume is free of errors and easy to read.

• Use strong keywords in your resume.

• Have a standard resume template that you can adapt for different jobs.

• Make sure your resume highlights the job description.

• Use applications such as Skill Survey for help with your resume.
REFERENCES

• You should have different types of references: character, skills and knowledge, work performance.

• Make sure you inform your references when you list them on job applications.
REPUTATION AND RED FLAGS

• Many employers check social media profiles during the hiring process.

• Be careful what you post on social media. Even posts from your past can be red flags.

• Don’t have posts of drinking or drug-related activity on your profile.

• Be careful about controversial posts and “likes”

• Don’t add colleagues to your personal social media platforms.

• Know your employer’s social media policy, even for part-time jobs and internships.

• Be aware of how you present yourself even in Zoom. First impressions last.