

LIFE AFTER UGA



UNIVERSITY OF
GEORGIA
Career Center

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TRANSITIONING FROM COLLEGE TO CAREER

It's time to think about the upcoming transition from college to a career. There are many new expectations, experiences, and changes to anticipate throughout your transition. Taking the time to reflect on what you want your post-grad life to look like is not only beneficial to the transition, but it can be crucial to your success. This guide will help you identify ways to navigate the transition from college life to the working world.



NAVIGATING YOUR JOB SEARCH

Handshake

Only UGA students and [alumni](#) have access to this list of part-time, full-time, and internship opportunities. Create a "saved search" to receive notifications when new positions are uploaded to the platform.

In-Person Networking

Networking gives you an edge over the competition and is one of the top ways to find a job. Pursuing professional connections is about finding commonalities with others, like shared interests, values, and skills. Your network can include family, peers, classmates, colleagues, and more.

Social Networking

Using platforms like LinkedIn, Instagram, and Twitter makes networking easier, and many companies use social sites for hiring purposes. Follow company/organization accounts for insight in their culture, industry trends, services, and information. Professionally interact with their posts.

Targeted Searching

This type of searching will help you narrow your search to positions and companies that best fit your needs. You can target your search to see postings that are in specific regions or companies. To get started, identify common job titles by using the [What Can I Do With A Major In...?](#) pages on the UGA Career Center website. You can also use Google to find lists of top organizations affiliated with your values such as, green organizations, LGBTQ-supporting, philanthropy, etc.

Professional Groups

You can connect with individuals interested in similar career paths who can provide helpful career advice. Be aware that you may need to pay a fee to join professional organizations and access certain career opportunities. Look for a "Careers" or "Jobs" tab on their websites to find job opportunities. Attend professional conferences and meetings to develop your network.

Public Job Boards

These boards are a good way to learn about jobs and in-demand career areas, but competition is likely higher because access is available to everyone. Some examples are Monster, Indeed, and Idealist. In addition to these sites, you can use industry-specific job boards to lessen your competition.

SKILLS CHECKLIST

Use this checklist to identify which skills you possess by circling or highlighting those that best define you. This list is a self-inventory. Your educational experiences, relevant work activities, and personality should be the basis for this rating. When looking for jobs, focus on those that will allow you to incorporate some of your best and favorite skills into your everyday work.

Helping Others
Time Management
Team Work
Creativity
Empathy
Debating
Coaching
Motivating
Spatial Perception
Performing
Negotiating
Conceptualizing
Designing
Interpersonal Skills
Collecting Data
Practicality
Problem Solving
Repairing
Communicating
Supervising

Selling
Initiative
Consulting
Entertaining
Artistic
Reading
Inventing
Delegating
Exploring
Numerical
Computing
Examining
Detail Oriented
Analyzing
Conflict Resolution
Innovating
Building/Repairing
Competing
Supervising
Counseling

Observing
Researching
Planning
Listening
Advocating
Mechanical Use
Teaching
Public Speaking
Diplomatic
Calculating
Abstracting
Budgeting
Critiquing
Adapting
Goal Oriented
Crisis Intervention
Composing
Cooking
Flexibility
Mentoring

Customer Service
Implementing
Training Others
Writing
Technology Use
Prioritizing
Collaborating
Organizing
Clerical
Reviewing
Advising
Investigating
Learning
Manual Dexterity
Critical Thinking
Networking
Marketing
Persuading
Leadership
Coordinating



JOB VALUES CHECKLIST

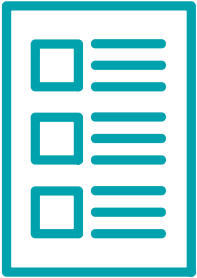
what do you value?	important	neutral	not important
Having variety and change at work.			
Helping others.			
Feeling respected at work.			
Taking risks.			
Having your work recognized.			
Traveling for work.			
Collecting a big paycheck.			
Setting your own hours.			
Having time off work.			
Having autonomy at work.			
Spending time with family and friends.			
Living in a big city.			
Walking to work.			
Living abroad.			
Saving money.			
Becoming a homeowner.			
Not bringing work home.			
Living near family.			
Working with creative people.			
Working with organized people.			
Enjoying colleagues outside of work.			
Available promotions.			
Philanthropic company values.			
Offering continued education and professional development.			
A diverse and inclusive environment.			
Not working at a desk.			
Enjoying the work itself.			
Having a good supervisor.			
Finishing projects independently.			
Collaborating with a team.			
Your work challenges you and uses your full potential.			
5 You choose what to wear to work.			



FINDING THE RIGHT FIT

After assessing your values and skills, you need to evaluate if a position is a good fit for you. Use these questions to inform your decision-making process.

Primary Responsibilities



- Based on the role responsibilities, what tasks would you enjoy?
- What wouldn't you enjoy?
- Are there skill sets you would need to develop in order to complete the tasks?
- Are there specific goals for this position? Are they realistic and attainable?



Location

- What do you like/dislike about the region?
- Have you considered the cost of living?
- Are there cultural and entertainment options available?
- Will your spouse/partner be able to find a job?
- Are you close/far from family?

Intellectual Challenge



- Is the work intellectually stimulating? Or will you get bored?
- Will you be challenged to learn new skills?
- Will the company provide additional training and continuing education options?



Salary and Benefits

- Is your base salary at the market level?
- Is the cost of living within your budget?
- Will you be eligible for salary reviews and promotions?
- Will you work on commission?
- What benefits will you receive as a part of your job offer?

Company and Office Environment



- Is the company growing or downsizing?
- Do the company values match yours?
- Is diversity valued?
- Do you like the physical environment and working conditions?
- What are the typical hours? Is overtime expected?
- What is the organizational structure?
- Independent work vs teamwork?



Advancement Opportunities

- Are there opportunities to move up in the company?
- How does this position fit into your short and long term goals?
- Do they provide leadership training and professional development opportunities?
- What is the turnover rate? What jobs have previous people in this position taken?

MANAGING MULTIPLE OFFERS

Having a tough time deciding between two or more offers? Use this chart to organize your thoughts when comparing the offers. This comparison will allow you to consider various factors and help you select your best fit. Rate each factor on a scale of 1 to 5 (1 = lowest, 5 = highest), then add up your total score.

Factors	Offer A	Offer B	Offer C
Job Responsibilities			
Company Reputation			
Location			
Salary			
Health Insurance			
Vacation			
Pension/Retirement			
Professional Development			
Supervisor			
Office Culture			
Travel			
Overtime			
Signing Bonus			
Other			
TOTAL			



DEFINING BENEFITS

Benefit Basics: Healthcare

Deductible – the amount you pay before the plan begins to pay benefits

Coinsurance – your share of covered expenses after the deductible has been met

Calendar Year Maximum – the overall limit the plan will pay toward expenses incurred during the calendar year

Out-of-Pocket Limits – the overall limit you will have to pay toward benefits in a calendar year; once the deductible and coinsurance amounts meet the limit, the plan will pay 100% of most of your covered expenses

POS – Point of Service Plan; a medical insurance plan that allows you to decide your level of benefit coverage at the time you receive services from the medical provider

HMO – Health Maintenance Organization; you will need to receive most or all of your health care from a network provider

PCP – Primary Care Physician; as part of a POS or HMO plan, the PCP acts as your personal consultant, overseeing and coordinating all of your medical care and referring you to network specialists when necessary

PPO – Preferred Provider Organization; a health plan that has contracts with a network of "preferred" providers from which you choose; you do not need to select a PCP or have referrals to see in-network providers

Dental – a plan that pays a portion of the costs associated with dental care

Vision – a form of insurance that provides coverage for the services rendered by eye care professionals

FSA – Flexible Spending Account; allows an employee to set aside a portion of earnings to pay for qualified expenses; money placed into an FSA is not subject to payroll taxes; funds not used by the end of the year are lost to the employee

DEFINING BENEFITS CONTINUED

Benefit Basics: **Financial**

Stock Options – a call option on the common stock of a company, granted to an employee as part of the remuneration package

Profit Sharing – various incentive plans introduced by businesses that provide direct or indirect payments to employees that depend on the company's profitability in addition to regular salary and bonuses

Bonus – extra pay due to good performance

Salary – a form of remuneration paid periodically by an employer to an employee

Commission – a form of payment to an agent for services rendered; payments are often calculated on the basis of percentage of goods sold

Benefit Basics: **Retirement**

Pension Plan – a contract for a fixed sum to be paid regularly to a person, typically following retirement from service

401k – defined contribution plans with annual contributions limited; contributions are tax-deferred

503b – a US tax-advantaged retirement savings plan available for public education organizations

NEGOTIATION 101

Salary negotiation can be a complicated and intimidating process, but the Career Center is here to help. Negotiation can be very effective when handled in the proper manner. Negotiation should be a friendly process. Be sure to identify the proper person(s) for negotiation before beginning the process.

Do's & Don'ts

DO: Negotiate if your skills, experiences, and education are worth more than the offered amount.

DO: Compare the pay range to the industry averages.

DO: Consider if the cost of living is higher and if the salary offer reflects that.

DO: Be confident and bold. Believe you're worth the money.

DON'T: Talk about salary in the first round or two of interviews.

DON'T: Be greedy.

DON'T: Accept an offer and then continue interviewing for others.

DON'T: Burn bridges; keep in mind that you may end up working with them.



Beyond Salary: What Else You Can Negotiate



Relocation Expenses



Salary Reviews



Vacation/Sick Time



Alternate Work Hours



Telecommuting Options



Start Date

Practice Scenarios

Scenario 1

Early in the interview process you are asked the question, "What salary are you seeking?" How do you respond?

You: "What is most important to me is whether or not the job is a good fit for me and the company. I am willing to negotiate, but would rather wait and discuss salary until after we determine whether or not I am the best person for this role."

Employer: "We need to know what you're expecting."

You: "Based on the research I have conducted, the market rate salary for this type of position could be anywhere from \$50,000-\$55,000, depending on the specifics of the job, the location, and the total compensation package. I would expect a salary and benefits package that is comparable to market rate."

Scenario 2

You are offered a salary of \$45,000 for a Financial Advisor position, but you would like to negotiate for a higher figure. What do you say?

You: "I am very excited to work for Company XYZ, and I am confident that I will bring value to the job. I appreciate the initial offer, but I am expecting to be in the \$50,000 range based on my experience, past performance, and offers extended to me by other companies. While salary is not my only motivation for working here, would it be possible to discuss a salary and/or benefits increase?"

DIFFERENCES BETWEEN COLLEGE AND WORK

It's hard to fully grasp all the changes you may encounter during your transition from college life to the working world. Not only are you transitioning into a much different routine from college, but you are also adjusting to a new social life and new set of expectations. Embracing the changes will help lead you to an exciting new adventure!



College

- Highly structured curriculum and programs with lots of direction
- Frequent, quick, concrete feedback
- Personally supportive environment
- Few significant changes
- Flexible schedule
- Flexible breaks and time off
- Personal control over time, classes, and interests
- Intellectual challenge
- Choose your performance level
- Focus on development and growth
- Create and explore knowledge
- Individual effort
- "Right" answers
- Independence of ideas and thinking
- Less initiative required
- Professors



Work

- Highly unstructured environment and tasks with few directions
- Infrequent and less precise feedback
- Less personal support
- Frequent and unexpected changes
- Structured schedule
- Limited time off
- Responding to others' directions and interests
- Organizational and people challenges
- A-level work required all the time
- Focus on getting results for the organization
- Get results with your knowledge
- Team effort
- Few "right" answers
- Do it the organization's way
- Lots of initiative required
- Bosses



TIPS FOR STAYING CONNECTED TO UGA

1. Stay updated on events and offerings through the UGA Alumni Association.
2. Connect with your favorite UGA social media accounts.
3. Join a UGA Alumni Chapter in your new city.
4. Become a Mentor through the UGA Mentor Program at mentor.uga.edu.
5. Subscribe to receive updates from the Red and Black.
6. Come back to Athens for Homecoming.
7. Utilize the Career Center's Alumni services.
8. Plan a get-together with your UGA friends and reminisce about your time in Athens!

Stay connected with
us at career.uga.edu



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