

WP LEADS *Professional Preparation* Remote Learning Opportunities

To assist students with completing their Professional Preparation Digital Badge, the Career Development Center, has created these on-line professional preparation options.

LEADS Induction and Application Update:

The LEADS Honor Society application deadline has been extended until **May 1, 2020**. Applications are available at <https://www.wpunj.edu/campus-activities/leadership-badge.html>, and should be submitted via e-mail to Tristan Tosh at tosht@wpunj.edu by **May 1, 2020**. Unfortunately, the "LEADS" Honor Society Induction is cancelled. Successful candidates will be inducted in absence, and contacted regarding arrangements for distribution of certificates and honor cords.

Remote Learning Opportunities and Process:

Below we have identified ways for students to complete all 4 components of the Professional Preparation Badge, aimed at increasing your skills to prepare you for success in identifying and securing an internship and/or career opportunity.

Career Development Center staff will update your path / badge progress on Pioneer Life on your Engagement Portfolio. **Note that all Remote Learning Opportunities must be submitted by May 1, 2020 to be considered for completion of the Professional Preparation Badge for induction into the WP LEADS 2020 Honor Society.**

Step #1

Meet virtually with a member of the career development staff – students can meet with our office by email, phone or video for any of our services.

- Appointments can be scheduled in Handshake by logging into your Handshake account, either through your WPCconnect portal or by visiting <https://app.joinhandshake.com/login>. Once you've logged in you can schedule an appointment by clicking on Career Center in the top right corner, selecting Appointments and then clicking the blue box with Schedule a new appointment in the top left corner.
- Students will need to attend their virtual scheduled appointment to receive credit for Step #1.

Step #2

Have a resume approved in Handshake – students can upload their resume into Handshake for approval AFTER it has been approved by a member of the Career Development Center. You will need to complete Step #1 (see above) before you are able to complete this step.

- Handshake is accessible via your WPCconnect portal <https://wpconnect.wpunj.edu/portal/> under the Student tab, in the box titled Careers and Campus Jobs.
- Once you've logged into Handshake you can upload your approved resume, by locating the Documents box on the left side of your screen, at the bottom. Select the Upload button and upload your document. A member of the Career Development Center staff will approve your upload within 72 hours (not including weekends).

Steps #3 & 4

There are 2 ways to complete Steps 3 & 4 of the Professional Preparation badge.

1. **Conduct a virtual mock interview with a member of the Career Development Center.** To do this, log into your Handshake account at <https://app.joinhandshake.com/login> or through your WPConnect portal <https://wpconnect.wpunj.edu/portal/> and schedule a mock interview appointment.
2. **Attend a virtual career event.** These events will be posted under the Events tab found at the top of your Handshake profile. If you are planning to attend 2 virtual events to complete your badge, you will need to attend 1 event to complete Step #3 and 1 event to complete Step #4.

There are 2 types of virtual events:

- **Pre-recorded presentations that will be available on our YouTube channel starting Tuesday, April 14th.**
 - Students MUST email CareerDevelopment@wpunj.edu with the code word that is provided at the end of each video presentation in order to receive credit.
- **Virtual event listed in Handshake under the Events tab.** Student MUST register in Handshake for these ahead of time and MUST email CareerDevelopment@wpunj.edu with a screenshot from the event to receive credit.