CMPT WORK REPORT FOR WORK TERM # 3 (CMPT 428)
DEVELOP YOUR PROFESSIONAL NETWORK

This report is designed to help you begin to assess your skills and experience, and build your professional network with individuals who are working in your industry. Making connections, and learning from individuals working in your industry through Informational interviews, and creating a Linked In profile, will prepare you for your career. This report is two parts:

PART 1: INFORMATIONAL INTERVIEWS

Informational Interviews are a great way to get to know more about your colleagues, and deepen your understanding of their career path and experience, which is a useful reflective exercise. Ask your Manager / Team Lead / Mentor to assist you in setting up the Informational Interviews. Each interview should be approximately 15 minutes in length, but some interviewees may be willing to spend more time with you. Take detailed notes of your conversation, or bring a voice recorder (ask for their permission in advance).

WHO TO INVITE AND SUGGESTED QUESTIONS

Junior Employees: Identify 1 person who joined the company within the last 2 years. Try to find someone who is in a position you would like to have upon graduating. Questions to consider asking:

1. How did you get hired here? Was it your first choice, or did you apply elsewhere?
2. Have you worked anywhere else in IT, either as a Co-op student or permanent employee? If so, where and how did that experience help with what you are doing now?
3. What are the key qualities and skills that are essential for the current position you have?
4. What advice can you give to me that will help me to become more employable upon graduation?

Senior Employees: Identify 1 person who has been with the company for 3+ years, in a lead role (Manager, Team Lead, Mentor, etc.); Try to find someone who is in a position you would like to be in in 5 years after graduation. Questions to consider asking:

1. Did you begin your full time career here? If so, what position/team did you start in? If not, where did you work previously, and in what role(s)?
2. How did you become a Manager / Team Lead / Mentor?
3. What are the key qualities and skills necessary to manage a team?
4. What do you currently see as the major growth areas in this industry?
5. During your career, has the economic situation affected your work status, or career plans?

PART 2: CREATE YOUR OWN LinkedIn PROFILE

Many employers use LinkedIn during the hiring process in various ways. Similar to your Resume, your LinkedIn profile is a living virtual document. The scope of this part of the report is to help you improve your networking
and skills and connections by using LinkedIn, and to create a profile that is employer friendly. Also, you will be able to find ways to develop job leads; a skill that will be very useful for tapping into the hidden job market.

1. Create your own LinkedIn profile, or update your existing one with your latest Co-op experience.
2. Add your Co-op Coordinator as your connection – **write a personalized note of introduction** to them as if you’re connecting with an employer.
3. Using LinkedIn and/or other resources/websites, develop 3 job leads (see template below), and include them in your report. You are NOT expected to apply to the jobs, just list them.

   **Job Lead Template:**
   - **A. Company** – website address, name of person who referred you, HR contact, etc.
   - **B. Position Title** – if advertised.
   - **C. Details** – other important details about the position.
   - **D. **Actions** – date and details: if you applied online, emailed someone, etc.
   - **E. **Response** – keep track if they followed up with you, or interviewed you, etc.

   (Steps D & E are optional – complete them once you start searching for your full-time job)

4. Join the Computing Science Co-op Simon Fraser University Group, and at least one other LinkedIn Professional Group.
5. Include your updated Resume in your Report submission. You are now ready to connect with past employers, Supervisors, classmates, professors, etc. who helped you grow professionally during your undergraduate studies.

**REPORT FORMAT & CONTENT**

1. Title Page including Company Name, Co-op Program, Co-op Term (Spring/Summer/Fall) and Year, Name & Student #.
2. **Part 1 Informational Interviews:** Provide a full transcription of your interviews. DO NOT include the names of your interviewees in your final report – just their titles. Include a summary including a reflection of what you’ve learned, and clearly identify how it relates to your career development / goals, and what you need to do to achieve them.
3. **Part 2 LinkedIn Profile:** After creating your profile and inviting your Coordinator to connect, provide a list of the 3 job leads you have developed using the above template. List the LinkedIn Professional Groups you joined. Submit your updated Resume.

   **This Work Report should be uploaded to the Assignments section of the CANVAS as ONE .pdf document, containing all of the above items.**

**EVALUATION CRITERIA:** Your assignment (Part 1&2) will be reviewed by a Co-op Coordinator. The following criteria will be used to evaluate if your report receives a passing grade.

- Includes a title page with all requested information
- Includes both Part 1 and Part 2
- **Part 1:**
  - Information interview questions were asked and answers were documented clearly
  - Significant reflection on career goals was given in summary, and achievable actions were outlined
- **Part 2:**
  - LinkedIn profile was created, including latest Co-op experience
o Coordinator received a personalized invitation to connect on LinkedIn
o 3 job leads were identified and documented as requested
o At least 2 LinkedIn Professional Groups were joined
o Updated Resume was submitted

If you have any questions, please contact your Co-op Coordinator directly