



— UNIVERSITY OF —  
Global Health  
— EQUITY —

# **Career Services Handbook**

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# 1. Introduction

University Career Services are a vital component of any academic institution, serving as a bridge between students and their professional aspirations. At the University of Global Health Equity (UGHE), the career services office is more than just a resource hub—it's a guiding light for students navigating the complexities of the job market in the field of global health. The office is dedicated to supporting students and alumni in their career development journey. Whether they are exploring career options, seeking internship opportunities, preparing for job interviews, or considering further education, our team is here to assist you every step of the way.

Upon entering UGHE, students are welcomed into an environment where their academic journey is seamlessly intertwined with their career development. The career services team is dedicated to empowering students to explore, plan, and pursue fulfilling career paths that align with their passions and academic pursuits.

The journey begins with career exploration, through one-on-one career guidance sessions, workshops, and seminars, students are encouraged to reflect on their skills, interests, and values. They are introduced to the diverse landscape of global health careers, gaining insights from industry professionals and alumni who share their experiences and offer valuable advice.

As students progress through their academic programs, they are supported in their professional development endeavors. Whether it's crafting the perfect resume, mastering the art of networking, or preparing for interviews, the career services team provides personalized guidance and resources to help students shine in the competitive job market.

As graduation approaches, students are equipped with the tools and strategies needed to navigate the job search process with confidence. From identifying job opportunities to crafting compelling application materials, the career services team is there every step of the way, providing guidance and support as students transition from academia to the professional world

But the support doesn't end at graduation. UGHE's commitment to lifelong learning means that alumni continue to have access to career services long after they've left campus. Whether it's seeking new job opportunities, exploring further education options, or connecting with fellow alumni, the career services office remains a valuable resource throughout the alumni's career journey

In essence, the University of Global Health Equity's career services embody the institution's mission to train the next generation of leaders in global health. By empowering students to pursue their passions, develop their skills, and make a meaningful impact in the world, UGHE's career services are more than just a department—they're a catalyst for change and innovation in the field of global health

### **The mission of the Career Services Office**

The mission of the Career Services office at the University of Global Health Equity (UGHE) is to empower students and alumni to achieve their professional aspirations and make meaningful contributions to the field of global health. The Career Services office is dedicated to providing comprehensive support, resources, and guidance to help individuals navigate their career journeys and thrive in the global health sector.

## **2. Career Counselling**

Career counseling is a collaborative process between a trained professional and an individual seeking guidance and support in navigating their career path. It involves assessing the individual's interests, skills, values, and goals, and providing them with resources, information, and strategies to make informed decisions about their career development.

Career counseling aims to help individuals gain clarity and confidence in their career choices, whether they are exploring potential career paths, seeking to advance in their current career, or facing challenges in their professional lives

The process of career counselling typically begins with an initial assessment, where the counsellor and the individual discuss their background, experiences, interests, and aspirations. Through discussions, questionnaires, and assessments, the counsellor helps the individual gain insights into their strengths, preferences, and areas for development

Once the individual's interests and goals are identified, the counsellor works with them to explore various career options and pathways. This may involve researching different industries, job roles, and educational opportunities, as well as considering factors such as work-life balance, salary expectations, and geographic preferences

Throughout the counselling process, the counsellor provides guidance and support tailored to the individual's needs and circumstances. They may help the individual develop a career action plan, set realistic goals, and identify steps to achieve them. They may also assist with resume writing, cover letter writing, interview preparation, and networking strategies to enhance the individual's job search and career prospects

In addition to providing practical advice and resources, career counselling also offers a supportive and non-judgmental space for individuals to explore their thoughts, feelings, and concerns about their career development. Counsellors may use various counselling techniques, such as active listening, empathy, and motivational interviewing, to help individuals gain clarity, build confidence, and overcome barriers to their career success

Career counselling is not just for individuals who are at a crossroads in their careers; it can also benefit those who are looking to make a career transition, re-enter the workforce after a hiatus, or explore alternative career paths. The counselling process is flexible and adaptable, allowing counsellors to tailor their approach to meet their unique needs and goals

Career counselling empowers individuals to take control of their career development, make informed decisions, and pursue fulfilling and meaningful careers aligned with their interests, values, and aspirations. By providing guidance, support, and encouragement, career counsellors help individuals navigate the complex and ever-changing world of work with confidence and resilience

Student and alumni are always welcome to schedule personalized appointments with career advisors to discuss their career goals and receive tailored guidance.

### 3. Career Development

Career development is a lifelong journey characterized by growth, exploration, and adaptation. It's a process of discovering one's passions, talents, and aspirations, and actively pursuing opportunities to achieve professional fulfillment and success. At its core, career development is about more than just finding a job—it's about cultivating a sense of purpose and contributing meaningfully to the world around us.

The journey of career development typically begins with self-assessment. This involves reflecting on one's interests, values, strengths, and weaknesses to gain clarity on personal and professional goals. Self-assessment may involve exploring past experiences, seeking feedback from peers and mentors, and utilizing career assessment tools to identify potential career paths.

Once individuals have a better understanding of themselves and their aspirations, they can begin to explore various career options. This exploration phase may involve researching different industries, job roles, and organizations, as well as networking with professionals in relevant fields. Through informational interviews, job shadowing, and attending industry events, individuals can gain valuable insights into different career paths and make informed decisions about their future.

As individuals continue to explore their options, they may find themselves drawn to specific industries or roles. At this stage, it's essential to develop the skills and competencies necessary to succeed in those areas. This may involve pursuing further education or training, gaining relevant work experience through internships or part-time jobs, and seeking out opportunities for professional development and growth.

Throughout the career development journey, individuals may encounter challenges and setbacks. Whether it's facing rejection from job applications, navigating career transitions, or dealing with uncertainty about the future, resilience and adaptability are key. Embracing these challenges as opportunities for growth and learning can help individuals develop the confidence and resilience needed to overcome obstacles and achieve their goals.

As individuals progress in their careers, they may find themselves reassessing their goals and priorities. Career development is not a linear path—it's a dynamic process that evolves. This may involve exploring new interests, seeking out new challenges, or pursuing opportunities for advancement within their current organization

Ultimately, career development is about more than just climbing the corporate ladder or achieving financial success—it's about finding fulfillment and meaning in one's work. Whether it's making a positive impact in their community, contributing to social change, or pursuing a passion project, individuals have the power to shape their careers in ways that align with their values and aspirations

UGHE Career Services is there the support students and alumni in this journey of self-discovery, exploration, and growth. By supporting them and equipping them with skills for self-assessment, exploration, skill development, and resilience, individuals can navigate their career paths with confidence and purpose, ultimately achieving personal and professional fulfillment.

## 4. Career Exploration

- **Career assessment**

Career assessment support provided to students and alumni are invaluable resource aimed at helping individuals identify their strengths, interests, and values to make informed career choices and decisions. Career assessments focus on identifying an individual's strengths through a variety of methods such as self-assessment questionnaires, aptitude tests, and personality assessments thus students and alumni can uncover their innate talents, skills, and abilities. By understanding their strengths, students, and alumni can leverage these assets to excel in their chosen career paths. For



students, this process can provide clarity on potential areas of study or career fields that align with their abilities. For alumni, it can help in exploring new career opportunities or advancing within their current professions

In addition to strengths, career assessments also explore individuals' interests. By examining the activities, subjects, and environments that engage and inspire them, students and alumni can gain insights into potential career paths that align with their passions. Interest inventories, career exploration workshops, and informational interviews are common tools used in this process. Discovering and pursuing careers that align with their interests can lead to greater job satisfaction, motivation, and fulfillment.

Furthermore, career assessments delve into individuals' values, which are fundamental beliefs and principles that guide their decisions and behaviors. Through values clarification exercises, reflection activities, and ethical dilemmas, students and alumni can gain clarity on what matters most to them in their professional lives. Understanding their values helps individuals identify workplaces, organizational cultures, and career paths that align with their personal ethics and life goals.

Career assessment services for students and alumni play a crucial role in empowering individuals to make informed career decisions. By uncovering their strengths, interests, and values, they can navigate the complex landscape of career options with confidence and purpose. Whether choosing a major, exploring career paths, or seeking advancement opportunities, career assessments provide valuable insights and guidance to help students and alumni achieve their professional aspirations

Every student and alumni can take advantage of the career assessment provided by the Office of Career Services to identify their strengths, interests, and values for informed career choices and decisions.

- **Self-Reflection**

Self-reflection is a powerful method for individuals to assess their academic and professional experiences, define their career goals, and establish strategies to achieve them. It involves introspection, analysis, and planning to chart a clear path toward career fulfillment and success.

In the realm of academia, self-reflection prompts individuals to evaluate their educational journey, including their academic achievements, strengths, and areas for improvement. This process allows students to identify subjects, topics, or projects they are passionate about and excel in, laying the foundation for their future career aspirations. Reflecting on academic experiences also involves assessing extracurricular activities, internships, research opportunities, and any other relevant experiences that have shaped their skills and interests.

Similarly, in the professional realm, self-reflection involves examining past work experiences, accomplishments, challenges, and lessons learned. Individuals reflect on their career trajectory, identifying key milestones, skills acquired, and areas of expertise developed over time. They also assess their values, preferences, and aspirations in the context of their professional journey, considering factors such as work-life balance, organizational culture, and personal fulfillment.

Through self-reflection, individuals clarify their career goals by synthesizing insights from their academic and professional experiences. They can identify specific career paths, industries, or roles that align with their interests, strengths, and values. Moreover, self-reflection enables individuals to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals that serve as guideposts for their career development journey.

Once career goals are defined, self-reflection helps individuals establish strategies to achieve them. This may involve acquiring additional skills or certifications, networking with professionals in their desired field, seeking mentorship or career counseling, pursuing further education or training, or actively seeking out opportunities for growth and advancement. By identifying obstacles, resources, and action steps, individuals can create a roadmap to navigate their career trajectory effectively.

Self-reflection is a vital process for individuals to define their career goals and develop strategies to achieve them. By examining their academic and professional experiences, individuals can gain clarity, insight, and direction in pursuing a fulfilling and rewarding career path. Self-reflection empowers individuals to take ownership of their career development, adapt to changing circumstances, and strive for continuous growth and success.

UGHE Career Services Office helps individual students and alumni to reflect on their academic and professional experiences to determine their career goals and establish the strategies to achieve their career and professional goals.

- **Information Sessions**

Information sessions serve as platforms for organizations working in various sectors of global health to connect with students and alumni, offering insights into available opportunities and pathways to accessing them. These sessions are typically organized by educational institutions, alumni associations, or professional networks to facilitate networking and career development within the global health field.

These sessions provide organizations with the opportunity to showcase their work, mission, and impact in the realm of global health. Representatives from these organizations, which may include NGOs, government agencies, research institutions, healthcare providers, and international development organizations, share their experiences, initiatives, and current projects with attendees.

They offer valuable insights into the challenges, innovations, and trends shaping the field of global health, providing a comprehensive overview of the diverse opportunities available.

For students and alumni, information sessions offer a unique chance to learn about potential career paths and employment opportunities within the global health sector. Attendees gain firsthand knowledge of the types of roles, responsibilities, and qualifications sought by organizations operating in this field. They also have the opportunity to engage with professionals working in global health, asking questions, seeking advice, and building connections that can be instrumental in their career development.

Moreover, information sessions often provide practical guidance on how to navigate the job application process within the global health sector. Representatives from organizations may offer tips on crafting resumes and cover letters, preparing for interviews, and effectively showcasing relevant skills and experiences. They may also highlight internship programs, fellowships, volunteer opportunities, and other avenues for gaining practical experience and building a career in global health.

Information sessions play a crucial role in bridging the gap between students, alumni, and organizations working in the field of global health. By facilitating networking, knowledge-sharing, and career exploration, these sessions empower individuals to pursue meaningful and impactful careers in global health. They provide a platform for collaboration, mentorship, and professional development, ultimately contributing to the advancement of global health initiatives and the achievement of collective goals in addressing global health challenges.

## **5. Career Development Support**

### **1.1. Resume/CV writing**

Resume writing skills are essential abilities that individuals need to effectively communicate their qualifications, experiences, and achievements to potential employers or academic institutions. Mastering these skills is crucial for crafting a compelling resume that stands out in a competitive job market. Here are some key resume-writing skills

- **Clarity and Conciseness**

Resume writing requires the ability to convey information clearly and concisely. Each section of the resume should be structured in a way that is easy to read and understand, with bullet points and short sentences to convey key points.

- **Tailoring Content**

A strong resume is tailored to the specific job and industry the individual is applying to. This requires the ability to analyze job descriptions and identify relevant skills, experiences, and keywords to include in the resume

- **Highlighting the achievements**

Effective resumes go beyond listing job duties and responsibilities—they highlight the individual's achievements and contributions in each role. This requires the ability to quantify accomplishments with specific metrics or numbers to demonstrate impact.

- **Appropriate format**

Attention to detail is essential in resume writing to ensure accuracy and consistency throughout the document. This includes proofreading for spelling and grammar errors, as well as checking for consistency in formatting and punctuation.

- **Using action verbs**

Strong action verbs are key to writing impactful resume bullet points. Resume writers should use action verbs such as "developed," "implemented," "led," and "achieved" to describe their accomplishments and responsibilities in each role

- **Attention to details**

Attention to detail is essential in resume writing to ensure accuracy and consistency throughout the document. This includes proofreading for spelling and grammar errors, as well as checking for consistency in formatting and punctuation

- **Showcasing the transferable skills**

Resume writers should highlight transferable skills that are relevant to the job or industry they are targeting. This may include skills such as communication, teamwork, problem-solving, and leadership that can be applied across different roles and industries

- **Quantifying the accomplishments**

Whenever possible, resume writers should quantify their accomplishments with specific metrics or numbers. This helps to provide context and demonstrate the impact of their work, making their achievements more tangible and impressive to employers.

- **Adaptation to the trends**

Resume writing skills also involve staying up-to-date with current trends and best practices in resume writing. This may include incorporating elements such as keywords for applicant tracking systems (ATS), adding links to online portfolios or professional profiles, and using infographic or visual resumes where appropriate

By honing these resume writing skills, individuals can create polished and professional resumes that effectively showcase their qualifications and make a strong impression on potential employers or academic institutions.

Career Services organizes workshops to train students on how to write a winning Resume as well as cover letter. Students and alumni have the opportunity to Schedule a one-on-one appointment with a career advisor for a resume/CV and cover letter writing or review.

### 5.1. Interview Preparation

Interview workshops are essential resources organized by the career services office to equip students with the necessary skills and confidence to excel in job interviews. These workshops focus on providing practical guidance on interview techniques, answering commonly asked questions, and appropriate behavior during interviews.

One of the primary objectives of interview workshops is to teach students effective interview techniques. This includes guidance on how to prepare for an interview, such as researching the company or organization, understanding the job role, and practicing responses to potential interview questions. Workshops often incorporate mock interviews or role-playing exercises to simulate real interview scenarios, allowing students to refine their communication skills and build confidence in their ability to navigate interviews successfully.

Another key aspect of interview workshops is teaching students how to answer commonly asked questions. Participants learn strategies for structuring responses, highlighting relevant experiences and skills, and demonstrating their qualifications for the position. Workshops may provide examples of typical interview questions and offer guidance on crafting compelling and authentic responses. Additionally, students receive feedback and constructive criticism on their answers, helping them to refine their communication style and presentation.

In addition to answering questions effectively, interview workshops also focus on teaching students how to behave during interviews. This includes guidance on professional etiquette, appropriate dress attire, body language, and overall demeanor. Students learn the importance of

making a positive first impression, maintaining eye contact, and displaying confidence and enthusiasm throughout the interview process. Workshops may also address common pitfalls to avoid, such as speaking negatively about previous employers or appearing unprepared.

The workshops play a crucial role in preparing students for success in the job market. By equipping students with interview techniques, teaching them how to answer commonly asked questions, and guiding them on appropriate behavior during interviews, these workshops empower students to present themselves effectively and make a strong impression on potential employers. Through practical exercises, feedback, and guidance from experienced professionals, students gain the confidence and skills they need to navigate interviews successfully and secure rewarding employment opportunities.

Interview Workshops: Attend workshops on interview techniques, commonly asked questions, and behavioral interviewing.

## 5.2. Mock Interviews:

Mock interview sessions with a career advisor are invaluable opportunities for individuals to hone their interview skills, gain confidence, and receive constructive feedback in a simulated interview environment.

During mock interview sessions, individuals have the chance to experience a realistic interview scenario tailored to their desired industry, job role, or specific employer. The career advisor takes on the role of the interviewer and conducts the mock interview, asking a series of questions commonly encountered in real interviews. These questions may cover a range of topics, including the individual's background, skills, experiences, strengths, weaknesses, and career aspirations.

The mock interview session is designed to replicate the pressure and dynamics of a real interview, allowing individuals to practice their responses and performance in a supportive and constructive environment. Participants are encouraged to treat the mock interview as they would a genuine job



interview, dressing professionally, maintaining a professional demeanor, and approaching the experience with seriousness and focus.

Mock interview sessions offer numerous benefits for individuals preparing for job interviews. They provide a safe space to practice and refine interview skills, allowing individuals to become more comfortable and confident in their ability to communicate effectively under pressure. Additionally, mock interviews help individuals identify and address weaknesses or gaps in their interview performance before facing actual employers, increasing their chances of success in securing employment opportunities.

By providing realistic interview experiences, personalized feedback, and expert guidance, these sessions empower individuals to approach job interviews with confidence, poise, and professionalism.

### 5.3. Job hunting strategies

Job hunting strategies encompass a range of approaches and techniques aimed at securing employment opportunities that align with an individual's skills, interests, and career goals. Effective job-hunting strategies involve thorough preparation, strategic networking, targeted applications, and persistence. Here are some key strategies individuals can employ to navigate the job search process successfully:

- **Self-Assessment**

Before beginning the job search, it is essential for individuals to assess their skills, strengths, interests, and career objectives. This self-assessment helps in identifying suitable job roles, industries, and organizations to target

- **Research**

Researching potential employers, industries, and job roles is crucial for informed decision-making. Individuals should gather information about company culture, values, mission, recent news, and job requirements to determine compatibility and tailor their applications accordingly.

- **Customized Applications**

Customize your resume and cover letter for each job application to highlight relevant skills, experiences, and achievements. Use keywords from the job description to optimize your application for applicant tracking systems (ATS) and increase your chances of being noticed by recruiters

- **Online Presence**

Maintaining a professional online presence is essential in today's digital age. Ensure your LinkedIn profile is up-to-date and reflects your skills, experiences, and career aspirations. Engage in relevant online communities, participate in discussions, and showcase your expertise to attract potential employers

- **Follow-Up**

After submitting an application or attending an interview, follow up with a thank-you email or note to express appreciation for the opportunity and reiterate your interest in the position. This demonstrates professionalism and keeps you top of mind with hiring managers.

- **Stay Organized**

Keep track of job applications, networking contacts, and interview schedules using a spreadsheet, calendar, or job search management tool. Staying organized helps in prioritizing tasks, following up on opportunities, and maintaining momentum in your job search

- **Continuous Learning**

Invest in continuous learning and professional development to enhance your skills, stay relevant in your field, and remain competitive in the job market. Consider pursuing certifications, attending workshops, or taking online courses to broaden your skill set and increase your marketability.

- **Persistence**

Job hunting can be a challenging and time-consuming process, but persistence is key to success. Stay resilient in the face of rejection, setbacks, and delays, and continue to pursue opportunities that align with your career goals

By implementing these job-hunting strategies, individuals can increase their chances of finding meaningful employment opportunities and advancing their careers. Flexibility, adaptability, and perseverance are essential traits to navigate the ever-evolving job market successfully.

## 5.4. PhD application

Recognizing the importance of advanced education and research in addressing global health challenges, Career Services office organizes workshops specifically tailored to prepare students for the PhD application process. These workshops are designed to provide comprehensive guidance, resources, and practical advice to empower students to navigate the complexities of applying to PhD programs successfully.

The workshops guide students in identifying PhD programs that align with their research interests, academic background, and career goals. Practical advice is provided on preparing application materials, including curriculum vitae (CV), academic transcripts, letters of recommendation, statement of purpose, and writing samples. Students receive guidance on how to craft compelling and cohesive PhD application that highlight their academic achievements, research experiences, and potential contributions to their chosen field of study. By equipping students with the knowledge, skills, and resources needed to navigate the application process successfully, UGHE

empowers students to pursue advanced education and research opportunities that will contribute to their personal and professional growth in the field of global health

## 6. Data protection and confidentiality.

Respecting the confidentiality of students' and alumni's information is paramount to fostering trust and maintaining professional integrity. The Career Services team understands the sensitive nature of career-related discussions and recognizes the importance of safeguarding individuals' privacy and personal information.

The Career Services office adheres to strict confidentiality protocols and ethical guidelines to ensure that students' and alumni's career-related information is protected from unauthorized disclosure or access.

Any career-related information shared by students and alumni during consultations, workshops, or other interactions with Career Services staff is treated with the utmost confidentiality . The office is committed to maintaining confidentiality in all interactions and discussions with students and alumni, regardless of the nature or context of the information shared. The office upholds strict privacy standards to ensure that all personal information shared by students and alumni remains confidential and is not disclosed without their explicit consent. The office is committed to maintaining confidentiality in all interactions and discussions with students and alumni, regardless of the nature or context of the information shared.

By upholding rigorous privacy standards and ethical principles, Career Services ensures that students and alumni can confidently seek guidance, support, and resources to achieve their career goals while maintaining the confidentiality of their personal information.

## 7. Equal Opportunity

UGHE Career Services Office is deeply committed to fostering an inclusive and equitable environment where all students and alumni have equal access to career development resources, opportunities, and support. Regardless of race, gender, religion, or any other protected characteristics, UGHE Career Services upholds the principles of diversity, equity, and inclusion in all aspects of its programming and services

### **Equal Access**

UGHE Career Services ensures that all students and alumni, regardless of background or identity, have equal access to its resources and services. This includes career counseling, workshops, networking events, job search assistance, and other career-related initiatives. The office actively works to eliminate barriers to access and participation, making its services available to all members of the UGHE community.

## 8. Non Discrimination

UGHE Career Services adheres to a strict non-discrimination policy, which prohibits discrimination on the basis of race, color, ethnicity, national origin, gender, gender identity, sexual orientation, religion, disability, age, or any other protected characteristic. The Office is committed to creating a safe, inclusive, and welcoming environment where individuals can freely express themselves and pursue their career goals without fear of discrimination or prejudice

Career Services personnel strive to create an inclusive and affirming space where individuals feel respected, valued, and understood, regardless of their cultural or identity-related differences. They recognize and affirm the intersectionality of individuals' identities and experiences, tailoring their support to meet the unique needs of each individual.

By upholding principles of diversity, equity, and inclusion, the office ensures that all members of the UGHE community have the support and resources they need to achieve their full potential and make meaningful contributions to equity and social justice in global health delivery.

### **Code of Conduct**

Students and alumni are expected to adhere to the UGHE Code of Conduct when utilizing career services resources and participating in career-related activities

### **Contact information**

To have access to UGHE Career Services students and alumni can visit Career Services Office at Butaro Campus. Online Appointment are also used for students and alumni who are not able to come physically in the office. To schedule online services, you can contact the office by email: [ughecareerservices@ughe.org](mailto:ughecareerservices@ughe.org)