

CAREER PLAN CHECKLIST



EVERY YEAR

- Meet with a career advisor every fall and spring to ensure you're on a strategic career path
- Regularly log into Handshake to find career development and job-search workshops and seminars, career and job fairs and company information sessions

BE SELF AWARE & BEGIN TO PREPARE

- Schedule an appointment with Career Services to create your Career Plan
- Complete Cornerstone Assignments
 - Take MyPlan assessment and go over results with career advisor
 - Create resume
 - Complete Handshake profile
- Identify potential career options
 - Participate in Job Shadow Program

GAIN EXPERIENCE & STAND OUT

- Continue informational interviews
- Complete an internship
- Narrow your career interests

SECURE POST GRAD PLANS

- Complete a third internship
- Begin seeking and applying for full-time opportunities (either employment or graduate school)

1 FRESHMEN

2 SOPHOMORES

3 JUNIORS

4 SUMMER BEFORE SENIOR YEAR

5 SENIORS

EXPLORE & NETWORK

- Create a professional online presence (LinkedIn)
- Conduct informational interviews (2 per month)
- Participate in Job Shadow Program
- Practice communicating your strengths and growth areas
- Seek a career mentor

PREPARE FOR POST GRAD PLANS

- Ask your references for letters of recommendation
- If you are planning to attend graduate school:
 - Check graduate schools for prerequisite course requirements
 - Take required graduate school exam(s)
- Complete a second internship



ADDITIONAL STEPS

- Research occupations of interest through O-Net Online (onetonline.org)
- Regularly update your resume and cover letter, having each critiqued and proofread
- Schedule a mock interview with a career advisor prior to every professional interview
- Attend VU hosted career events for networking and employment opportunities
- Volunteer or work part-time in field of interest
- Join professional or University associations and become an active member to build a network of colleagues in your field
- Find a student version of your professional association and take on leadership roles
- Subscribe to and read professional journals in your chosen field