

# Your Career

## ACTION PLAN

Jump in wherever you are in the process!

### YEAR 1

#### *Self-Awareness and Assessment*

1. Visit Career Services and explore its services and resources.
2. Use career assessments inventories to explore personal interests, skills, values and personality type.
3. Seek assistance from a career counselor to discuss career assessment results and to identify related majors and careers.
4. Attend career planning and decision-making workshops.
5. Participate in exploratory and service learning courses.
6. Begin researching careers of interest and seek further insight through volunteering, externships (job shadowing), and informational interviews.

### YEAR 3

#### *Solidify Career Choice and Gain Experience*

1. Gain career-related experience via internships and co-ops through the Office of Experiential Learning.
2. Attend workshops related to job search skills such as interviewing and job search strategies.
3. Continue networking with employers through the Employment Prep Conference, career panels, career fairs, and employer information sessions.
4. Develop a strong relationship with faculty in your major to find a mentor and future reference.
5. Start researching graduate/professional school if you're planning to continue your education.
6. Start networking with professionals in your field through membership in career related professional organizations.
7. Seek a leadership position in a major-related campus organization.

### YEAR 2

#### *Continue Major and Career Exploration*

1. Continue exploration of different majors and careers related to interests identified.
2. Seek further career exploration through service learning or job shadowing.
3. Seek volunteer opportunities through the Office of Student Involvement.
4. Participate in career-related experience via internships and co-ops through the office of Experiential Learning.
5. Participate in career development workshops such as Resume, Interviewing, and Internships.
6. Attend internship fair, seek out opportunities to gain experience.
7. Join major-related student organization and actively develop your leadership skills.
8. Seek input from faculty about majors and careers.
9. Register on Handshake and upload your resume.
10. Begin networking with employers through career panels, job fairs, and others.

### YEAR 4

#### *Develop Plans Beyond Graduation*

1. Attend Career fairs and be prepared to promote qualifications to employers.
2. Update and finalize your online presence (i.e. LinkedIn Profile, Social Media).
3. Develop a list of references and request letters of recommendations from faculty and others.
4. Apply to graduate or professional school early and follow through on all of the requirements.
5. Plan, organize and conduct a thorough job search.
6. Register for on-campus interviews via Handshake.
7. Attend job search and other related workshops.
8. Buy professional business attire and be ready for interviews.
9. Participate in a practice interview at Career Services, register via Handshake.



## Career Services

For reasonable accommodations requests, contact 407.823.2361  
Division of Student Development & Enrollment Services