

4 YEAR CAREER READINESS PLAN

"COMMUNITY ENGAGEMENT"

DEVELOP AFFINITY TO THE UTICA COMMUNITY

- MEET YOUR CAREER COACH AND CREATE YOUR CAREER DEVELOPMENT PLAN
- DRAFT YOUR PROFESSIONAL RESUME AND HAVE IT REVIEWED
- COMPLETE SELF-ASSESSMENTS TO IDENTIFY YOUR PERSONAL VALUES, INTERESTS AND STRENGTHS
- GET INVOLVED WITH CAMPUS ORGANIZATIONS AND ACTIVITIES
- LOG IN TO HANDSHAKE AND BUILD YOUR PROFILE
- EXPLORE PART-TIME JOBS OR VOLUNTEER OPPORTUNITIES ON OR OFF CAMPUS
- REFERENCE "WHAT CAN I DO WITH A MAJOR IN" AND OTHER RESOURCE GUIDES TO IDENTIFY CAREER PATHS

"PURSUIT OF KNOWLEDGE"

KNOW THYSELF

- ATTEND WORKSHOPS AND NETWORKING NIGHTS ALONG WITH THE CAREER FAIR
- EXPLORE OPPORTUNITIES SUCH AS STUDY ABROAD, VOLUNTEERING, AND RESEARCH
- SCHEDULE A MOCK INTERVIEW WITH YOUR CAREER COACH
- CREATE A LINKEDIN PROFILE AND BUILD YOUR ONLINE BRAND
- RESEARCH CERTIFICATIONS, ASSOCIATIONS, OR TRAININGS FOR YOUR CAREER PATH
- PROSPECT THE JOB MARKET FOR ROLES OF INTEREST
- EXECUTE INFORMATIONAL INTERVIEWS AND SEEK MENTORSHIP FROM PROFESSIONALS IN YOUR INDUSTRY

"DIVERSITY OF EXPERIENCE"

DEFINE YOUR EXPERIENCE BY ITS UNIQUENESS AND VALUE

- SET CAREER GOALS AND IDENTIFY STEPS TO GET THERE
- WORK WITH YOUR SUCCESS COACH TO IDENTIFY ELECTIVE COURSES AND MINORS TO ENHANCE YOUR SKILLSET
- FAMILIARIZE YOURSELF WITH REQUIREMENTS FOR JOB OR GRADUATE SCHOOL SEARCHES
- VISIT THE CAREER CLOSET TO PREPARE FOR INTERVIEWING
- UPDATE YOUR RESUME, DRAFT A COVER LETTER, AND CONTINUE WITH INTERVIEW PREP
- CONTINUE ATTENDING CAREER READINESS EVENTS AND THE CAREER FAIR
- PURSUE ADDITIONAL INTERNSHIP OPPORTUNITIES
- RESEARCH THE JOB ENVIRONMENT TO MAKE AN INFORMED DECISION

"CONTINUOUS PURSUIT OF EXCELLENCE"

NEVER STAND STILL

- APPLY FOR JOBS AND KEEP TRACK OF YOUR APPLICATIONS
- POLISH YOUR RESUME, COVER LETTER, AND ONLINE PRESENCE TO BE EMPLOYER READY
- MEET WITH YOUR CAREER COACH TO NAVIGATE THE JOB OFFER
- DEVELOP YOUR PERSONAL PITCH TO PRESENT TO EMPLOYERS
- OBTAIN 3 POSITIVE REFERENCES TO SPEAK ON YOUR BEHALF (PROFESSIONAL, ACADEMIC, AND PERSONAL)
- PREPARE THANK YOU NOTES FOR YOUR REFERENCES AND THOSE WHO INTERVIEW YOU
- CELEBRATE YOURSELF!