

Year	CAREER READINESS ACTIVITIES
Year 1 - "Know Yourself"	<p>Meet with a Career Counselor in Career Development Office</p> <ul style="list-style-type: none"> ▪ Develop a beginning career-ready resume. <i>Save file for reflection paper.</i> ▪ Complete major and career exploration online assessments- Strong Interests Inventory Test. <i>Take notes about what you learned for reflection paper.</i> ▪ Create a Handshake, Indeed, O'Net, accounts. ▪ Develop an elevator (self-marketing) pitch. <i>Save WORD file for sharing in your reflection paper and get feedback.</i> ▪ Explore experiential education opportunities (volunteer, study abroad, internships). <p>Engage in co-curricular opportunities</p> <ul style="list-style-type: none"> ▪ Join co-curricular activities (activities outside the classroom) – <i>at least ONE club / activity per semester.</i> ▪ Attend social/club event for students – <i>at least ONE time per semester.</i> <p>Develop your professional career identity</p> <ul style="list-style-type: none"> ▪ Begin your career portfolio including writing samples, video/audio files, presentations, photos, graphic designs, artwork. ▪ Manage digital identity by creating your career-ready LinkedIn profile. ▪ Learn essential/transferable skills that employers value in students and new graduates. <i>Study the MHWPC's Career Readiness Infographic</i> <p>Attend Career Events (Employer Showcases) – attend 1</p> <ul style="list-style-type: none"> ▪ Attend Employer Showcase. ▪ Write a thank you email to the recruiter. <i>Save file for sharing in your reflection paper.</i>
Year 2 – "Know Your Industry"	<p>Meet with a Career Counselor in Career Development Office</p> <ul style="list-style-type: none"> ▪ Refine your resume with key words used in your potential industry. Include list of essential and practical skills on resume. <i>Save updated file for your reflection paper.</i> ▪ Learn job search strategies. <i>Take notes for your reflection paper.</i> ▪ Start online job and internship search: Handshake, Indeed, Glassdoor, O'Net, LinkedIn. <i>(Take notes about optys that you find, even if you're not applying....)</i> <p>Engage in co-curricular opportunities</p> <ul style="list-style-type: none"> ▪ Continue to explore experiential education opportunities (volunteer, study abroad, internships.) ▪ Continue to participate in co-curricular activities – <i>at least ONE per semester.</i> <p>Develop your professional career identity</p> <ul style="list-style-type: none"> ▪ Participate in an informational interview with a professional within an industry you would like to explore. <i>Use Career Counselor to help you identify someone. Take notes for your reflection piece.</i> ▪ Explore professional associations and student organizations in various industries. <i>Make a list and save file for your reflection paper.</i> <p>Attend Career Events (fairs, Showcases, other) – attend 2</p> <ul style="list-style-type: none"> ▪ Attend career events with recruiters to inquire about industries and opportunities that you're interested in. ▪ Write a thank you email to a recruiter that you spoke with. <i>Save file for your reflection paper.</i> ▪ Deliver your elevator pitch and ask for feedback from recruiters at showcase. <i>Take notes about feedback for reflection paper.</i>
Year 3 – "Build Connections"	<p>Meet with a Career Counselor in Career Development Office</p> <ul style="list-style-type: none"> ▪ Conduct a resume review and update resume. ▪ Participate in a mock interview with a career counselor. <i>Tape or video yourself and save file to share in your reflection paper.</i> ▪ Write a cover letter for a position you are interested in and get it critiqued. <i>Take notes about critique for your reflection paper.</i> <p>Engage in co-curricular opportunities.</p> <ul style="list-style-type: none"> ▪ Enroll in Suitable Solutions in the fall. ▪ Begin looking for internships on Handshake and other platforms and speak to academic advisor. ▪ Apply for an internship for the fall, spring, summer. Alternatively, approach a company and suggest an internship position that you could fill. <p>Develop your professional career identity</p> <ul style="list-style-type: none"> ▪ Connect with two industry people (start to network). ▪ Update LinkedIn profile with professional photo, resume. <p>Attend Career Events (fairs, Showcases, other) - attend 2</p>

	<ul style="list-style-type: none"> ▪ Write a thank you email to a recruiter that you spoke with at a career event. Save file for reflection paper.
<p>Year 4 – “Launch Career”</p>	<p>Meet with a Career Counselor in Career Development Office</p> <ul style="list-style-type: none"> ▪ Conduct mock interviews with a career counselor. Tape or video yourself for reflection paper. ▪ Learn negotiation techniques. ▪ Update your resume, cover letter, and LinkedIn profile. ▪ Create your reference list for review. Save file for sharing in reflection paper. <p>Engage in co-curricular opportunities</p> <ul style="list-style-type: none"> ▪ Enroll in Suitable Solutions in the fall. ▪ Participate in internship <p>Develop your professional career identity</p> <ul style="list-style-type: none"> ▪ Apply to internships and entry-level career opportunities. ▪ Conduct actual interviews with potential employers. <p>Attend Career Events (fairs, Showcases, other) – attend at least 1</p> <ul style="list-style-type: none"> ▪ Write a thank you email to the recruiter. Save file for sharing in reflection paper.

CAREER ACTION PLAN: make yourself career ready