

4-Year Career Development Plan

Begin career planning early, but don't worry because Career Services is here to help.

One: Explore

Join a club and enroll in classes you enjoy. As you begin thinking about your future career, speak to a **career development specialist** to understand what steps you can take over the next four years before looking for your first job or graduate program.

- ❑ Talk to a career counselor if you are trying to figure out how your favorite classes can be combined for a major or career, to learn how to make decisions that incorporate your values, interests, and personality.
- ❑ Volunteer in the community or work a part-time job.
- ❑ Follow all social media from Career Services to gain career advice and learn about events.
- ❑ Draft a college-style résumé and submit it to **Handshake** for on-campus and part-time jobs.
- ❑ Consider taking **PSY 1840: Career Decision Making** if you have questions about your future career and like working in groups.
- ❑ Review SLU majors, minors, and certificates in the Academic Catalog (slu.edu/x6353.xml).
- ❑ Explore opportunities at career-related events and online at careers.slu.edu for Focus2 and *What to do with this major?* Use the Internet for the Occupational Outlook Handbook and O*Net.



Two: Discover

In your sophomore year, begin connecting to your ideas about career. Create a résumé that effectively highlights your experiences and developing skills, and talk to a **career development specialist** to figure out how to fill in any holes in your experience.

- ❑ Engage in research, volunteer, or work a related job or internship.
- ❑ Shadow career professionals and ask thoughtful questions about your intended career field. Discuss what you hear with your faculty mentor or career development specialist.
- ❑ Learn about career-related resources by reading industry-related journals and joining professional organizations.
- ❑ Find leadership positions and engage in clubs on campus.
- ❑ Develop your personal pitch and practice it at networking events, such as the Fall and Spring Career & Graduate School Fairs.
- ❑ Practice professional etiquette and behavior, start acquiring your professional attire and learn how to apply for jobs.



Three: Network and Experience

Find ways to engage in experiential education (internship, volunteering, and leadership positions). Meet with a **career development specialist** who can assist you in your search, and when you're done, help you understand how to communicate new skills on your résumé and in future interviews. Visit Career Services if you are having doubts about your future career.

- ❑ Develop an internship search plan with a list of possible organizations to which you will apply. Career Services can help!
- ❑ Create a LinkedIn profile and join these groups: SLU Career Services, SLU Alumni, alumni group for your school/college.
- ❑ Build relationships (network) with professionals at events as you look for career information and opportunities.
- ❑ Get to know your faculty and supervisors; let them get to know you to develop references for graduate school/job search.
- ❑ Refine your personal pitch and attend the Career Fair and other networking events relevant to your career plans.
- ❑ Join student branches of professional associations and find professional conferences you can attend.
- ❑ Research graduate schools. Prepare and take necessary graduate school entrance exams (e.g., GRE, MCAT).
- ❑ Google yourself. What do others see on your Facebook, Twitter, Instagram, Tumblr, etc.? Evaluate and make changes.
- ❑ Review On-Campus Recruiting (OCR) in **Handshake** and apply for internship opportunities for which you are qualified.
- ❑ Go to **SLUvisors** (www.evisors.com/) to interact with alumni who may be able to help you in your career.

Four: Launch

Continue engaging in research, practica, clinicals, senior seminars/capstones, internships, and related experiences. Be familiar with your skills and articulate what you have to offer an employer/graduate program. If you've delayed your career planning or if you want to create an effective job search strategy, talk to a **career development specialist**. We'll get you on track!

- ❑ Practice mock interviewing with a Career Specialist or use **InterviewStream** to prepare for grad school or a job.
- ❑ Network and find positions using Handshake, LinkedIn, and possibly reciprocity with other Jesuit institutions.
- ❑ Apply to graduate schools, jobs, and internships with updated and effective résumés. Use cover letters tailored to the position.
- ❑ Clean up your online presence. Use **SLUvisors** (www.evisors.com/) to interact with alumni.
- ❑ Attend all Career Services events and networking events; add to your network and seek out opportunities.

Success!

