

FIRST-YEAR SELF-EXPLORATION

Academic Planning

- ◆ Begin building a support network of faculty, advisors, administrators and staff members to whom you can turn for guidance and advice.
- ◆ Get acquainted with offices on campus that provide academic support services such as the Advising Center and the Academic Support Center.
- ◆ Meet with your faculty and/or academic advisor to develop your tentative 4-year degree plan outlining the major courses and electives you should take each semester.
- ◆ Review course descriptions with your academic advisor.

Campus & Community Involvement

- ◆ Research the student organizations on campus to identify ones that mesh with your interests. Attend a few meetings to meet people and get a sense of the group's mission and activities.
- ◆ Join and become an active member in your first semester, preferably with an organization related to your major or career interests. Begin to develop a network of colleagues in your field.
- ◆ Participate in volunteer and service learning projects.

Personal Growth

- ◆ Learn how to establish goals and action plans to achieve them, beginning in your First Year Experience course.
- ◆ Find a part-time and/or summer job to gain work experience, develop confidence and good work habits, and earn money for tuition and college expenses.
- ◆ Generate a list of at least four skills employers want and plan to acquire these skills before graduation.

Career & Life Development

- ◆ Take the Strong Interest Inventory as a part of your First Year Experience course. This assessment will help clarify your interests and how they are applied to the world of work.

- ◆ Meet with the Director or Assistant Director of Career Services if you are still undecided about your major after taking the Strong Interest Inventory. Other assessments (Myers-Briggs Type Indicator) may be suggested as a follow up to provide more specific career information.
- ◆ Attend career workshops presented by Career Services and job fairs to gather information about occupations, career paths and potential employers.
- ◆ Begin or update your resume and have it critiqued by Career Services. Remember, your resume is a "living" document; it will change as you acquire new knowledge, build your leadership skills and complete internships and other applied learning experiences.
- ◆ Register on College Central, Career Services online job posting system. Apply for part-time and summer jobs or an internship in your field.



SOPHOMORE CAREER AWARENESS

Academic Planning

- ◆ Meet with your faculty and/or college advisor regularly to obtain timely, accurate information about the University's academic policies, registration procedures, general education offerings, required and elective courses in your major or specialization, and degree requirements.
- ◆ Learn to navigate the "ins and outs" of earning a college degree and various academic routes for achieving your educational, career and personal goals.
- ◆ Complete introductory courses in your major or specialization, and take electives that mesh with your interests.
- ◆ Get to know the professors in your major well; they are critical to your success.

Campus & Community Involvement

- ◆ Continue to enhance your skill development and clarify your professional and personal goals by taking advantage of various applied learning experiences (e.g., leadership roles, part-time jobs, internships, service learning projects, etc.).

CAREER ACTION PLAN

Lourdes University Career Services
www.lourdes.edu/career



For more information:

Career Services

Lourdes University

6832 Convent Blvd.
Sylvania, OH 43560

www.lourdes.edu/career

career@lourdes.edu



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CAREER ACTION PLAN



Discover a new



Personal Growth

- ◆ Be able to explain to yourself and others, why you are leaning toward choosing, or have chosen, a particular major or career direction.
- ◆ Continue to think about who you are and where you want to go. Reassess how well your program of study aligns with your professional and personal goals.

Career & Life Development

- ◆ Spend a day “job shadowing” a professional in your chosen occupation to gather inside information about the nature of the work, typical assignments and projects, working conditions, specialized knowledge and skills required, and employment and advancement opportunities.
- ◆ Identify the positive and negative features of your chosen occupation and think about the lifestyle and trade-offs associated with your choice.
- ◆ Read trade publications and industry reports to learn about new developments and emerging trends in your field.
- ◆ If you are still “undecided” about a major or “uncertain” what you can do with your major, meet with a member of the Career Services staff to identify the best on-line assessment for assisting you as you explore occupational and educational resources.
- ◆ Update your resume and College Central profile. Apply for relevant on- and off- campus jobs and internships that interest you.
- ◆ Attend job fairs that Career Services advertises to network with employers and schedule interviews for internships.
- ◆ Participate in an internship experience to increase your self-confidence, gain practical experience and apply your classroom learning to accomplish real-world projects. Realize your strengths and weaknesses, develop new skills, work with people from diverse backgrounds and age groups, practice ethical behavior and learn about career paths related to your major.



- ◆ Set measurable goals and develop an action plan to maximize your on-the-job learning.

JUNIOR REALITY TEST YOUR CHOICES

Academic Planning

- ◆ Continue to consult with your faculty and/or academic advisor to select courses that are applicable to your career goals and required to fulfill specific degree requirements.
- ◆ Begin taking advanced courses in your academic major or specialization.
- ◆ Use research assignments, group projects, and field experiences to expand your knowledge of the field and your professional skills.
- ◆ Select elective courses that will broaden your general knowledge and strengthen your qualifications.
- ◆ Obtain at least three strong references from your professors and/or supervisors who know your work and/or scholarly abilities.
- ◆ Maintain excellence in your academic work.

Campus & Community Involvement

- ◆ Assume leadership roles and contribute your talents to an organization by serving as an officer, chairing a committee, and/or organizing a major project or event.

Career & Life Development

- ◆ Create a profile on LinkedIn, a strictly professional social media site.
- ◆ Ensure your other social media profiles are clean.
- ◆ Continue testing, evaluating and confirming your occupational decisions. Use campus/community activities and career-related experiences to sharpen your professional skills and determine your strengths and weaknesses.
- ◆ Become familiar with Career Services web site, educational programs, publications and job search services.
- ◆ Make an appointment with a Career Services staff member to tailor your internship search plan.
- ◆ If you are considering graduate school, consult your faculty advisor to discuss the feasibility of your admission.



- ◆ Research institutions that offer programs of interest and request application materials.
- ◆ Take appropriate entrance exams (e.g., GRE, LSAT, GMAT and MCAT) and submit your applications and required documents by the published deadlines.
- ◆ Have your resume and cover letter critiqued by a member of the Career Services staff.
- ◆ Update your resume and College Central profile. Apply for internships and career-related summer and part-time positions.
- ◆ Practice your interviewing skills and increase your self-confidence by attending an interview simulation or mock interview with Career Services.
- ◆ Begin to build your professional wardrobe.
- ◆ Continue to attend any and all job fairs, job search workshops, career panels and employer information sessions.
- ◆ Create or expand your professional network by contacting Lourdes alumni, using professional association membership lists and asking family members, friends, advisors and professors about their contacts.

SENIOR CAREER IMPLEMENTATION

Academic Planning

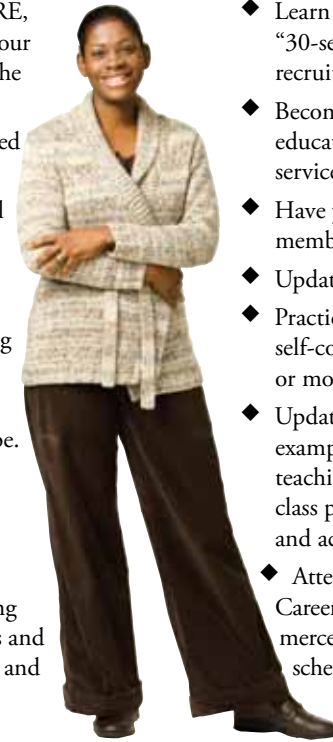
- ◆ Meet with your faculty and/or academic advisor at the beginning of your senior year to make sure you are on track to fulfill all academic requirements for graduation.
- ◆ Make choices during your final year (regarding courses, activities and experiences) to enhance your understanding of the field and strengthen your marketability.

Campus & Community Involvement

- ◆ Continue to serve in leadership roles in campus and community organizations related to your career field.

Career & Life Development

- ◆ Make an appointment with a member of the Career Services staff to discuss your career goals and create a job search plan.



- ◆ Strengthen your job search skills by attending workshops offered by Career Services.
- ◆ Learn strategies “to work a job fair” and write your “30-second commercial” to introduce yourself to recruiters.
- ◆ Become familiar with Career Services web site, educational programs, publications and job search services.
- ◆ Have your resume and cover letter critiqued by a member of the Career Services staff.
- ◆ Update your resume and College Central profile.
- ◆ Practice your interviewing skills and increase your self-confidence by attending an interview simulation or mock interview with Career Services.
- ◆ Update your professional portfolio with artifacts and examples of your accomplishments from student teaching, internships, part-time and summer jobs, class projects, community and campus involvement and academic endeavors.
- ◆ Attend all job fairs and recruiting events offered by Career Services, school districts, chambers of commerce, and student groups to meet recruiters and schedule interviews.
- ◆ Continue to expand your professional network.

- ◆ Devise a system for tracking the status of your applications.
- ◆ Tailor your cover letter stating clearly why you are interested in working for the organization, submit your resume and complete an employment application, if required.
- ◆ Follow-up with employers to request a job interview. After each interview, send a thank you letter or e-mail expressing your appreciation for the recruiter’s time and reiterating your interest in the organization.
- ◆ Continue to interview until you receive job offers. Evaluate your offers and accept one. Report any job offers and acceptances to Career Services and your academic department.
- ◆ Complete pre-employment requirements (e.g., criminal history checks, professional exams).
- ◆ **Celebrate! You did it!**