



## CAREER ACTION PLAN

### EXPLORE | Freshman Year

This is the exploration or discovery phase in which you assess your personality and explore your options. Your objective during this first stage is to expose yourself to new experiences and meet new people. It is time to learn more about yourself and study the world around you. You should engage in tasks that help you identify your talents, passions, and values and begin the process of discovering your purpose or mission. It is time to learn more about potential paths. You should engage in tasks that help you gather information and investigate a variety of possible directions. Your goal at the end of this stage is to discern your calling and develop your sense of direction.

- Meet with your professor or academic advisor to discuss your overall college experience
- Learn about campus services, resources, and activities
- Talk to upperclassmen and gain their advice about campus activities
- Meet with your career counselor to discuss your personality, interests, skills, needs, and values
- Take a career test to assess your personality traits
- Explore extracurricular activities that are of interest to you
- Attend various social, cultural, and recreational events
- Meet with your professor or academic advisor to discuss your coursework
- Consider taking elective coursework to expand or enrich your academic experience
- Engage in activities that foster self-discovery and allow you to meet new people
- Meet with your career counselor to discuss your ambitions and ideas
- Investigate campus clubs or organizations that are of interest to you
- Engage in activities that expose you to new ideas and unfamiliar territories
- Engage in activities that allow you to explore a wide variety of career options

### EXAMINE | Sophomore Year

This is the examination or investigation phase in which you begin researching your field of interest and gain initial experience. Your objective during this stage is to increase your sense of focus and solidify your career direction. It is time to gather information, expand your knowledge, and begin formulating your career plan. You should get involved on campus and participate in activities that validate and support your career goal. Your goal at the end of this stage is confirm your career goal.

- Meet with your academic advisor to discuss your major, minor and elective coursework
- Meet with your professor to discuss field-specific issues
- Meet with your career counselor to discuss your options, goals, and plans
- Attend career events, info sessions, fairs, and expos to gather information
- Learn about various occupations through books, publications, libraries, and websites
- Find a mentor, talk to people who work in fields you are interested in, and solicit their insight
- Engage in job shadowing of people and work settings you are interested in
- Learn how to write an effective resume and cover letter
- Get involved in extracurricular activities to build your experience and make contacts
- Join campus clubs or organizations that relate to your career path
- Participate in a volunteer community service project relevant to your interests or skills
- Engage in activities that test your skills and abilities
- Obtain an internship to further explore and research your career options
- Engage in activities that enhance your sense of focus and confirm your career path

## ENGAGE | Junior Year

This is the engagement or experiential phase in which you begin creating your collection of professional tools. Your objective during this stage is to finalize your career plan and develop your campaign. It is time to gather the necessary resources and begin equipping yourself for professional activity. This stage should be devoted to professional development and building your credibility through direct experience. Your goal at the end of this stage is to be professionally prepared.

- Meet with your academic advisor to discuss how your major relates to your career path
- Meet with your professor to discuss special field-specific projects and activities
- Meet with your career counselor to create and organize your plans, tools, and strategies
- Obtain interview coaching and participate in a mock interview session to learn how to prepare for a job interview
- Attend career workshops to enhance career preparation and research career opportunities
- Serve in a leadership role or in some capacity as an organizer, coordinator, or facilitator
- Continue to establish and build mentor relationships with key people in your field
- Obtain an internship to gain relevant experience in your field
- Conduct general job market research to learn about your field of interest
- Attend career events, workshops, info sessions, fairs and expos to pursue opportunities
- Join a professional organization or group related to your career path
- Attend panels and other events to hear guest speakers discuss critical issues
- Engage in a special research project or practicum/clinical experience
- Build a prospect list of the companies and organizations you'd like to intern with
- Learn effective networking, prospecting and follow-up techniques
- Research your graduate and professional school options
- Engage in activities that enhance your professionalism and build your experience

## EXECUTE | Senior Year

This is the execution or implementation phase in which you organize your resources, apply strategy, and initiate your plan. Your objective during this stage is to launch your campaign. It is time to equip yourself for entry into the job market. In this stage you are encouraged to assume responsibility, take control and initiate action. You should utilize strategies, techniques, and tools that will allow you to effectively manage your campaign and negotiate opportunities. Your goal at the end of this final stage is to be confident and empowered so that you can pursue and obtain your goal.

- Meet with your academic advisor to ensure that you are on track to graduate
- Meet with your professor to discuss key field-specific contacts
- Meet with your career counselor to refine and apply your plans, tools, and strategies
- Attend career events, workshops, info sessions, fairs and expos to pursue opportunities
- Join a professional organization or group related to your career path
- Attend professional meetings, conferences or conventions
- Engage in a special research project or practicum/clinical experience
- Obtain an internship to gain experience directly relevant to your career path
- Conduct detailed job market research to learn about specific employers in your field
- Build a prospect list of the companies and organizations you'd like to work for
- Utilize effective networking, prospecting and follow-up techniques
- Learn how to effectively manage a job search campaign
- Begin the graduate and professional school application process
- Learn about professional behavior, professional attire, etiquette, protocol and workplace issues
- Engage in activities that empower you to have more control and choice in the job market
- Engage in activities that propel you towards your professional life

