

ACTION PLAN FOR CAREER DEVELOPMENT AND JOB SEARCH

1

FIRST YEAR

This is a time to acclimate to college life, focus on academics, and EXPLORE majors and careers. Start the process now to make informed choices about possible careers.

2

SOPHOMORE YEAR

Pursue activities, interests, and related classes that add to your resume and experiences. Prepare yourself to make decisions about your major and identify experiences that are aligned with your goals. Meet with your career coach to create your strategy.

3

JUNIOR YEAR

Gain experience in your field through internships, volunteerism, class projects, global programs, and clubs. Work with a career coach to implement your internship search plan.

4

SENIOR YEAR

This is the home stretch. Meet with a career coach to refine your job or graduate school search plan. Do not delay – application deadlines and on-campus recruiting start early in the school year.

INDUSTRY/COMPANY RESEARCH

- Research information about majors and careers
- Conduct informational interviews
- Learn about the different professional workshops at Kelley

PROFESSIONAL DEVELOPMENT

- Join **clubs**, associations, and activities for leadership development
- Connect with classmates and professionals
- Learn good **study and time-management skills**
- Research Global Business Immersion Tours, X-272
- Invest in professional attire
- Participate in **case competitions**

CONNECT WITH PROFESSIONALS

- Explore **job shadow** opportunities
- Attend career fairs and information sessions
- Create a LinkedIn profile

ATTEND K2C SESSIONS

- Attend **K2C sessions**
- Complete your Kelley Connect profile to browse company information and job descriptions
- Draft a resume
- Find a **summer job**, on-campus job, volunteer opportunity, or summer leadership program

CAREER COACHING

- Identify options for your major/minor(s)
- Consider a variety of career interests
- Discuss **values, interests, personality, and skills** in terms of career aspirations
- Seek feedback on your resume
- Meet with Kelley **peer coaches**

CAREER COACHING

- Learn about career planning and job search skills
- Revise and update your **resume**
- Do two mock interviews
- Prepare for case interviews

INDUSTRY/COMPANY RESEARCH

- Conduct industry and company research
- Conduct **informational interviews**
- Connect with alumni to assist with your research

CONNECT WITH PROFESSIONALS

- Check Kelley Connect for career events
- Attend career fairs, workshops, **K2C sessions**, and company information sessions
- Apply for job shadow opportunities

JOB OPPORTUNITIES

- Update profile and upload reviewed resume to **Kelley Connect**
- Develop a list of 10-15 **target companies** or industries
- Apply for internships, summer jobs, volunteer opportunities, or **summer leadership programs**

PROFESSIONAL DEVELOPMENT

- Develop your **network** of contacts
- Apply for leadership roles
- Join professional organizations
- Consider Global Business Immersion Tours, X-272, and study abroad options
- Participate in **case competitions**

CAREER COACHING

- Meet with a **career coach** to develop an internship search plan
- Discuss your list of companies and positions
- Update resume and cover letters
- Do mock interviews
- Discuss how to handle job offers (never accept a job offer on the spot)
- Prepare for case interviews

INDUSTRY/COMPANY RESEARCH

- Conduct industry, company, and internship **research**
- Conduct informational interviews

CONNECT WITH PROFESSIONALS

- Check Kelley Connect for career events
- Attend **career fairs**, information sessions, and workshops (on- and off-campus)

JOB OPPORTUNITIES

- Update profile and upload resume on Kelley Connect
- Develop your **target list of companies** recruiting on and off campus
- Check deadlines and apply for positions aligned with your target list

- Do not miss fall interviews, especially if studying abroad in the spring

PROFESSIONAL DEVELOPMENT

- Continue to build your network
- Pursue **leadership roles** in clubs and team projects
- Pursue study abroad and international internships
- Connect with at least two faculty
- Report your employment status to the UCS
- Get **#kelleyhired** swag

CAREER COACHING

- **Prioritize** your target list of positions and companies
- Tailor your resume and customize your cover letters
- Develop a “Plan B”
- Discuss how to **evaluate job** offers (never accept a job offer on the spot)

INDUSTRY/COMPANY RESEARCH

- Prioritize top companies using the **decision matrix** (see page 45)

CONNECT WITH PROFESSIONALS

- Check Kelley Connect for career events
- Attend career fairs and **company information sessions** (on- and off-campus)

JOB OPPORTUNITIES

- Update your profile and upload resume on Kelley Connect
- Review your target list of positions and companies
- Check deadlines and apply for positions aligned with your target list
- Make and execute a “Plan B”

PROFESSIONAL DEVELOPMENT

- Enhance your network of contacts and update them on your plans
- Plan for your **transition** to the workplace
- Join the IU and Kelley Alumni Associations

REPORT YOUR STATUS

- Let us know your post-graduation plans via Kelley Connect.
- Update your post-graduation plans on LinkedIn
- Get **#kelleyhired** swag