YOUR PATH TO CAREER READY

1. **Explore & confirm your career interests.**
   - Explore what your career cluster recommends for education and skills.

2. **Create a plan for gaining experience.**
   - Develop or update your resume.
   - Develop or update your professional online profiles.
   - Research employer(s) prior to applying or interviewing.
   - Showcase examples of your work.

3. **Connect with professionals in your UA Network.**
   - Network with professionals in your industry.
   - Cultivate references for your application process.

4. **Complete projects that demonstrate skills and professionalism.**
   - Complete projects that demonstrate skills and professionalism.

5. **Engage in a professional experience.**
   - Engage in on- & off-campus involvement experiences.

6. **Receive job offers and evaluate.**
   - Apply for a professional opportunity.
   - Interview to demonstrate your fit and value.
   - Receive job offers and evaluate.

**GOAL!**
- Accept a professional job offer.

**NEW JOB**

**Legend**
- As you complete these experiences, add them into any relevant application materials.
- Repeat this process to develop and master skills and gain diverse experiences.
- This is a great time to make an appointment with a career educator or peer career coach.

www.career.arizona.edu
The path to career readiness isn’t a straight line that’s the same for everyone, but there are things you can do to make sure you are prepared and ready to apply for a job or admission to graduate school. Below are some common steps with suggested timelines and resources.

**SELF & CAREER EXPLORATION**

Recommended Timeline: Your career journey begins your first year on-campus! We recommend these steps as soon as you start college.

- **Explore & confirm your career interests.** Completing interest assessments like SECD’s Career Cluster quiz (career.arizona.edu/career-clusters-quiz) can help you understand your strengths, skills, and interests. If you’re still choosing a major, visit the ‘A’ Center for resources and support (theacenter.arizona.edu).
- **Explore what your industry recommends for education & skills.** Use insights from resources like O*NET (onetonline.org) to learn more about the skills, experiences, and qualifications employers are looking for.
- **Create a plan for gaining experience.** Map out your college years with the important things you want to do, from getting involved or studying abroad to having professional experiences like internships. If you need support, visit LifeLab, or book a career advising appointment (arizona.joinhandshake.com/edu/appointments).
- **Network with professionals in your UA network.** Use resources like the Bear Down Network (beardownnetwork.com) and LinkedIn to connect to faculty, staff, alumni, and other students who can help support your goals.

**BUILD SKILLS & GAIN EXPERIENCE**

Recommended Timeline: Plan to get involved on-campus as soon as you arrive. Complete professional experiences like internships beginning the summer after your sophomore year.

- **Engage in on- & off-campus involvement experiences.** Getting involved in any of the 400+ student clubs and organizations is just a click away on ASUA’s website (asuataoday.arizona.edu).
- **Complete projects that demonstrate skills and professionalism.** From class projects to working in research labs, completing professional projects helps you build and showcase skills. Visit SECD’s website to learn more about research opportunities (ur.arizona.edu), and functional and transferable skill-building programs (career.arizona.edu/skills-experience) that can give you a competitive edge.
- **Engage in a professional experience.** Employers rank internships as the #1 experience they look for on resumes when hiring recent grads. Find internship opportunities on Handshake (arizona.joinhandshake.com) that match your interests.

**PREPARE YOUR APPLICATION MATERIALS & APPLY**

Recommended Timeline: Because national employers tend to start to their recruitment cycles in September for summer jobs and internships, we recommend starting your search up to 8 months in advance!

- **Receive and evaluate job offers.** Use your research and cost-of-living calculators (nerdwallet.com/cost-of-living-calculator) to identify your salary requirements and what is a fair offer for any location.
- **Goal: Accept a professional job offer.** Once your offer is finalized, professionally withdraw from other searches.

---

**It pays to have experience!**

Students who have completed internships, research, or teaching were nearly 2x more likely to have a job offer upon graduation compared to those who didn’t.