

## Four Year Career Action Plan

### First Year: Explore

- Make an appointment with Career Services\* to
  - Explore different majors and careers
  - Identify your interests, skills, personality, and values by taking an assessment
  - Learn about resources at <https://www.peru.edu/careerservices>
  - Discuss career aspirations, assessments, or concerns
  - Find part-time jobs through Handshake, Career Services webpage, or Career Services office
  - Create a base resume to identify skills, experiences, and accomplishments (update it routinely)
  - Create a time management plan based on classes/activities/employment
- Attend the Involvement Fair, join a club/organization, participate in campus activities, and volunteer to meet new people and begin building your leadership and teamwork skills.
- Download the Campus Hub App to discover all campus events including career events
- Visit <https://www.peru.edu/careerservices> to sign up for personalized career content specific to your needs
- Create a Handshake account at <https://peru.joinhandshake.com/login>

### Second Year: Discover

- Learn more about careers and build experience on your resume by utilizing experiential learning opportunities in fields of interests
  - Conduct informational interviews
  - Job shadow professionals
  - Volunteer for a community organization
  - Search for a part-time job, internship, or summer work experience opportunities
  - Connect with alumni for networking and mentoring opportunities
- Discover your strengths by taking the CliftonStrengths® Assessment.
- Learn to write effective professional correspondence.
- Build your online brand by creating a LinkedIn account and ensure your social media accounts are appropriate and professional; view them from an employer's perspective.
- Practice introducing yourself and make connections by attending job/internship fairs, career and professional development workshops, and networking events on campus and in communities.

### Third Year: Connect

- Meet with Career Services to review your career development plan and re-assess your interests, values, and skills.
- Seek an executive position or chairing a committee with a student organization.
- If planning to attend graduate/professional schools, start researching specific admission requirements, start preparing for standardized tests (LSAT, GRE, MCAT, GMAT, Praxis, etc.), and apply well in advance of deadlines.
- Start researching full-time jobs and companies (different geographical areas, cost of living, salaries, company reviews, and interview questions); develop a list of employers, and work with career services to make effective use of internet job sites and other resources such as Salary.Com, PayScale, Glassdoor, Vault, Indeed, LinkedIn and Occupational Outlook Handbook.
- Secure an internship in your chosen field by working with your school's academic Dean and keep track of your accomplishments.
- Build practical experience through academic research and class projects; consider presenting your findings at the Research & Creativity Expo.
- Identify people (faculty and professional contacts) who are your advocates and begin asking them for permission to list them as a positive reference.

### Fourth Year: Achieve

- Schedule an appointment with Career Services to polish your resume, upload it to a professional job board, and gain helpful tips to navigate the process for a successful interview.
- Serve as a mentor/peer career coach for less experienced students.
- Build your network by participating in mock interviews, career fairs, workshops, networking events, and other career development events (on and off campus).
- Enhance your professional and networking skills by attending the Etiquette Dinner.
- Check Handshake, Career Services webpage, and other job boards (CareerLink, Linked, Indeed.com etc.) on a regular basis for professional job postings.
- Join appropriate professional organizations to meet other professionals in your field.
- Complete the career services survey to indicate your post-graduation plans.