

Thinking About Your Future? So Are We.

PATHWAYS PROGRAM ROADMAP

Do you want to gain a competitive advantage in pursuing a future career?

If the answer is “Yes!”...

The next pages serve as your roadmap on your career journey.

[OPEN THE INTERACTIVE ROADMAP →](#)



Career readiness is built through connected actions



Excel in the classroom



Build connections in the industry (a.k.a. Network)



Take coursework related to your interests



Be involved and seek leadership roles
(clubs/organizations/volunteer)



Build the necessary skills for that industry and role



Gain Relevant Experience

Go to the Pathways Program Playbook: <https://careerservices.hws.edu/>

Phase 1: Build The Foundation
Phase 2: Activate Your Network
Phase 3: Search, Prepare & Apply

Use the interactive roadmap to keep each part of your development moving.

[CONTINUE →](#)

IMPORTANT

- When a student works with HWS Career Services, they will be supported by a team consisting of a [Career Coach](#) and an [Employer Developer](#), as well as by [Peer Career Advisors \(PCAs\)](#).
- Numbers 1–10 are foundational and should be done before completing the rest; however, many can be done simultaneously.
- Ideally, students should complete 1–10 by the end of their 1st year.
- * indicates which steps meet the Pathways Internship Funding requirements. (hws.joinhandshake.com/edu/articles/35736)

HOW TO USE THIS ROADMAP

Complete each numbered step. Follow the **NO** or **YES** action, then continue to the next step.
Review the [Year-by-Year Process](#) and [Graduate School Planning](#) steps at the end.

NO path

Complete the action shown before moving forward.

YES path

Continue with the listed next actions.

*** Funding step**

These steps meet most of the Pathways Internship Funding requirements:
#2, #3, #6, #7, #8, #10, #14, #20, #23
hws.joinhandshake.com/edu/articles/35736

Work in parallel

Many actions can happen simultaneously; do not wait when another action can begin.

GO TO ROADMAP →



TECHNOLOGY CHECK: Students need Microsoft Office/365 to use Word, Excel, PowerPoint and Outlook. Get it free through HWS I.T.

PHASE 1: BUILD THE FOUNDATION

Target: complete Steps 1–10 by the end of your first year. Select any question to open its NO/YES pathways.

1

Have you logged into your Handshake account?

3

Have you had a First-Time appointment?

5

Have you met with your Career Coach for Career Exploration?

7

Have you met with your Career Coach to refine and optimize your resume?

9

Have you met with a PCA to develop your LinkedIn profile?

2

Have you built out your Handshake profile?

4

Have you determined a career path or potential career paths?

6

Have you met with a PCA to develop your resume?

8

Do you have a LinkedIn account?

10

Have you attended the Networking 101 workshop?

NEXT PHASE →

PHASE 2: ACTIVATE YOUR NETWORK

After Steps 1–10, begin searching, networking, and building professional community. Select any question to open its NO/YES pathways.

11

Have you completed Steps 1–10?

13

Have you started networking with people in your family/friend circle and with HWS alums?

15

Have you set up an informational interview (phone call or Zoom) with an alum or family/friend connection?

12

Have you met with your Career Coach to review your LinkedIn profile and learn how to search for, identify, contact and follow up with HWS alums?

14

Have you attended the Professionalism in the Workplace workshop?

16

Did you have an informational interview with a family/friend connection or an HWS alum?

[← PREVIOUS PHASE](#)

[NEXT PHASE →](#)

PHASE 3: SEARCH, PREPARE & APPLY

Strengthen your candidacy, gain experience, tailor applications, interview and follow up. Select any question to open its NO/YES pathways.

17

Have you met with your Career Coach to learn how to search for opportunities on Handshake and LinkedIn?

19

Have you done any professional development?

21

Do you have relevant experience?

23

Do you have an interview scheduled?

18

Have you met with your Employer Developer to help identify potential job or internship opportunities?

20

Have you attended the Interviewing Essentials workshop?

22

Have you found an opportunity that you are interested in applying for?

24

Did you have an interview?

[← PREVIOUS PHASE](#)[YEAR-BY-YEAR VIEW →](#)

STEP 1

Have you logged into your Handshake account?

NO — TAKE THIS ACTION

- Log in with your HWS credentials.
www.hws.joinhandshake.com

[ACTION COMPLETE → CONTINUE](#)

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YES — CONTINUE HERE

- Build out your profile.
www.hws.joinhandshake.com
Then go to Step 2.

[CONTINUE TO NEXT STEP →](#)

STEP 2 *PATHWAYS FUNDING REQUIREMENT

Have you built out your Handshake profile?

NO — TAKE THIS ACTION

- Build it out thoroughly.
www.hws.joinhandshake.com

[ACTION COMPLETE → CONTINUE](#)

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YES — CONTINUE HERE

- Schedule a “First-Time” appointment through Handshake.
<https://hws.joinhandshake.com/edu/appointments/new>

[CONTINUE TO NEXT STEP →](#)

STEP 3 *PATHWAYS FUNDING REQUIREMENT

Have you had a First-Time appointment?

NO — TAKE THIS ACTION

- Schedule one through Handshake.

<https://hws.joinhandshake.com/edu/appointments/new>

ACTION COMPLETE → CONTINUE

YES — CONTINUE HERE

- In that appointment, confirm whether you identified a potential career path and were assigned to a team (Career Coach and Employer Developer) based on your career interest.
- If not: Schedule a “Career Assessment” appointment and utilize Career Dreamer to explore options. <https://grow.google/career-dreamer/home/>
- If so: You can schedule a “Career Exploration” appointment with your Career Coach.

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

IMPORTANT: If it will take more than a week to get the appointment, also do Step 5 as soon as possible while you wait for your First-Time appointment.

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STEP 4

Have you determined a career path or potential career paths?

NO — TAKE THESE ACTIONS

- Schedule a “Career Assessment” appointment with Emily if you have not been assigned to a team.

<https://hws.joinhandshake.com/edu/appointments/new>

- Schedule a “Career Exploration” appointment with your Career Coach if you have been assigned to a team. <https://hws.joinhandshake.com/edu/appointments/new>

[ACTION COMPLETE → CONTINUE](#)

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YES — CONTINUE HERE

Schedule the following appointments

<https://hws.joinhandshake.com/edu/appointments/new>

1. **An informational appointment for these interests:**
 - Finance or Consulting - Shayne Feinberg
 - Health Professions - Scott MacPhail
 - Engineering dual degree programs - Jessica Townley
 - Pre-Law - Brandi Ferrara
 - Graduate School - Brandi Ferrara
2. **A “Networking” appointment with your Employer Developer to identify alums to talk to in your career interest(s).**
3. **A “Resume Writing with a PCA” to develop your resume.**

- Select and follow the related internship/job collections on Handshake. <https://hws.joinhandshake.com/stu/collections>

[CONTINUE TO NEXT STEP →](#)

STEP 5

Have you met with your Career Coach for Career Exploration?

NO — TAKE THIS ACTION

- Schedule a “Career Exploration” appointment with your Career Coach if you have been assigned to a team.

<https://hws.joinhandshake.com/edu/appointments/new>

[ACTION COMPLETE → CONTINUE](#)

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YES — CONTINUE HERE

- Meet with a PCA to develop your resume.

<https://hws.joinhandshake.com/edu/appointments/new>

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STEP 6 *PATHWAYS FUNDING REQUIREMENT

Have you met with a PCA to develop your resume?

NO — TAKE THESE ACTIONS

- **Schedule a “Resume Formatting with a PCA” appointment.**

<https://hws.joinhandshake.com/edu/appointments/new>

- Download the Resume Guide and Template from the Resources section on Handshake (under Career Center). <https://hws.joinhandshake.com/edu/articles/5208>
- Read the guide and enter your information into the template.
- Be sure Microsoft Office is installed on your computer; it is available from the HWS IT website.
www.hws.edu/itservices/default.aspx

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- **Did the PCA direct you to meet with your Career Coach?**

- **If NO: Schedule another PCA appointment.**

<https://hws.joinhandshake.com/edu/appointments/new>

- **If YES: Did you schedule the appointment with your Career Coach?**

- **If YES: Email your resume to your Career Coach.**
- **If NO: Schedule that appointment and email your resume to your Career Coach.**

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

STEP 7 *PATHWAYS FUNDING REQUIREMENT

Have you met with your Career Coach to refine and optimize your resume?

NO — TAKE THIS ACTION

- Schedule a “Resume” appointment with your Career Coach and email your resume to the Career Coach.

<https://hws.joinhandshake.com/edu/appointments/new>

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- Go to Step 8.

CONTINUE TO NEXT STEP →

STEP 8 *PATHWAYS FUNDING REQUIREMENT

Do you have a LinkedIn account?

NO — TAKE THIS ACTION

- Create a free LinkedIn account.

www.linkedin.com

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- Schedule a “LinkedIn Profile Development with a PCA” appointment to help you get started with your profile.

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

STEP 9

Have you met with a PCA to develop your LinkedIn profile?

NO — TAKE THIS ACTION

- Schedule a “LinkedIn Profile Development with a PCA” appointment to help you get started with your profile.

<https://hws.joinhandshake.com/edu/appointments/new>

[ACTION COMPLETE → CONTINUE](#)

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YES — CONTINUE HERE

- Attend the Networking 101 workshop.
(Register in the Events section of Handshake)

<https://hws.joinhandshake.com/events>

[CONTINUE TO NEXT STEP →](#)

STEP 10 *PATHWAYS FUNDING REQUIREMENT

Have you attended the Networking 101 workshop?

NO — TAKE THIS ACTION

- **Attend the next available Networking 101 workshop**
(Register in the Events section on Handshake)

<https://hws.joinhandshake.com/events>

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- **Schedule a “Basic Networking” appointment with your Career Coach.**

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

STEP 11

Have you completed Steps 1–10?

NO — TAKE THIS ACTION

- Complete Steps 1–10 in order; many can be done simultaneously.

[ACTION COMPLETE → CONTINUE](#)[🏠 BACK TO ROADMAP](#)[← PREVIOUS STEP](#)

YES — CONTINUE HERE

- Schedule a “Job/Internship Search” appointment with your Employer Developer.
<https://hws.joinhandshake.com/edu/appointments/new>
- Start networking and begin searching for opportunities.
- Join (or start) an on-campus pre-professional club related to your industry of interest.
- Finish Steps 11–24 in order; many can be done simultaneously.

[CONTINUE TO NEXT STEP →](#)

STEP 12

Have you met with your Career Coach to review your LinkedIn profile and learn how to search for, identify, contact and follow up with HWS alums?

NO — TAKE THIS ACTION

- **Schedule a “Basic Networking” appointment with your Career Coach.**

<https://hws.joinhandshake.com/edu/appointments/new>

[ACTION COMPLETE → CONTINUE](#)

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YES — CONTINUE HERE

- **Start searching for HWS alums in your field of interest; connect with them and set up informational interviews.** www.linkedin.com
- **Schedule a “Job/Internship Search” appointment with your Career Coach.**

<https://hws.joinhandshake.com/edu/appointments/new>

[CONTINUE TO NEXT STEP →](#)

STEP 13

Have you started networking with people in your family/friend circle and with HWS alums?

NO — TAKE THESE ACTIONS

- Proactively reach out to people who know you or know of you—even if they are not in your field—to ask whether they know someone who is and if they would introduce you.
- Identify and connect with HWS alums through LinkedIn and the HWS Career Network.
<https://careernetwork.hws.edu/>
- Meet with your Employer Developer to see whether they know specific alums in your field of interest.
<https://hws.joinhandshake.com/edu/appointments/new>

[ACTION COMPLETE → CONTINUE](#)[🏠 BACK TO ROADMAP](#)[← PREVIOUS STEP](#)

YES — CONTINUE HERE

- Ask for introductions to people in your field of interest; this may lead to a conversation, job shadowing opportunity or internship opportunity.
- Stay organized by using a spreadsheet.
<https://hws.joinhandshake.com/stu/articles/33153>

[CONTINUE TO NEXT STEP →](#)

STEP 14 *PATHWAYS FUNDING REQUIREMENT

Have you attended the Professionalism in the Workplace workshop?

NO — TAKE THIS ACTION

- **Attend the next available Professionalism in the Workplace workshop.**

(Register in the Events section on Handshake)

<https://hws.joinhandshake.com/events>

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- **Schedule a “Basic Networking” appointment with your Career Coach.**

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

STEP 15

Have you set up an informational interview (phone call or Zoom) with an alum or family/friend connection?

NO — TAKE THIS ACTION

- Continue searching, identifying and contacting potential connections.

[ACTION COMPLETE → CONTINUE](#)

YES — CONTINUE HERE

- Prepare by continuing your industry research and researching the person you will meet.
- Practice your “pitch” and prepare questions to ask.
- Take notes during the call.
- Stay organized by using a spreadsheet.

<https://hws.joinhandshake.com/stu/articles/33153>

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IMPORTANT: Send a calendar invite through Microsoft Outlook. (Be sure to have a professional email signature and a professional-sounding voicemail message.)

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STEP 16

Did you have an informational interview with a family/friend connection or an HWS alum?

NO — TAKE THIS ACTION

- Continue to search for people in the industry.

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YES — CONTINUE HERE

- Send a Thank You note within 12 hours.
- Follow up at regular but reasonable intervals.

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STEP 17

Have you met with your Career Coach to learn how to search for opportunities on Handshake and LinkedIn?

NO — TAKE THIS ACTION

- Schedule a “Job/Internship Search” appointment with your Career Coach.

<https://hws.joinhandshake.com/edu/appointments/new>

ACTION COMPLETE → CONTINUE

YES — CONTINUE HERE

- Schedule a “Job/Internship Search” appointment with your Employer Developer.

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

IMPORTANT: Before this appointment, you should already have started searching for opportunities and identifying alums to connect with.

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STEP 18

Have you met with your Employer Developer to help identify potential job or internship opportunities?

NO — TAKE THIS ACTION

- Schedule a “Job/Internship Search” appointment with your Employer Developer.

<https://hws.joinhandshake.com/edu/appointments/new>

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- Continue to enhance yourself as a candidate through professional development.

<https://hws.joinhandshake.com/stu/articles/39741>

CONTINUE TO NEXT STEP →

STEP 19

Have you done any Professional Development?

NO — TAKE THESE ACTIONS

- ✓ Seek job shadow opportunities.
- ✓ Take free online classes on Coursera.
www.coursera.org
- ✓ Complete Forage job simulations
www.theforage.com
- ✓ Develop necessary skills; and earn certifications or other credentials.

Career Services Professional Development Resource

<https://hws.joinhandshake.com/stu/articles/39741>

ACTION COMPLETE → CONTINUE

YES — CONTINUE HERE

- Do more. (i.e. job shadow, online courses, Forage job simulations, develop relevant skills, create a portfolio, etc.)

<https://hws.joinhandshake.com/stu/articles/39741>

CONTINUE TO NEXT STEP →

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STEP 20 *PATHWAYS FUNDING REQUIREMENT

Have you attended the Interviewing Essentials workshop?

NO — TAKE THIS ACTION

- **Attend the next available Interviewing Essentials workshop**

(Register in the Events section on Handshake)

<https://hws.joinhandshake.com/events>

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- **Start working on your “Pitch.”**
- **Begin preparing for foundational interview questions.**
- **Continue researching your field of interest.**

CONTINUE TO NEXT STEP →

STEP 21

Do you have relevant experience?

NO — TAKE THIS ACTION

- Find summer internship, job or research opportunities related to the career you desire—apply to several.
- Consider doing a micro-internship through Parker Dewey. www.parkerdewey.com/

ACTION COMPLETE → CONTINUE

YES — CONTINUE HERE

- Find more relevant experience; internships are best.
- Continue to meet with your Employer Developer.
<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

IMPORTANT: If you are considering communications fields (marketing/advertising/public relations), find freelancing opportunities and develop a portfolio.

- If you are considering a creative career, develop a portfolio of your work (art, writing, sound, video, photography, etc.).

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STEP 22

Have you found an opportunity that you are interested in applying for?

NO — TAKE THIS ACTION

- Meet with your Employer Developer to see whether they are aware of any opportunities.

<https://hws.joinhandshake.com/edu/appointments/new>

- Keep searching and networking.

www.linkedin.com

ACTION COMPLETE → CONTINUE

YES — CONTINUE HERE

- Continue networking to see whether anyone in your network works there or knows someone who does.
- Meet with your Employer Developer to see whether they know alums you can contact.
- Tailor your resume for the opportunity.
- Use Big Resume to optimize and match your resume for the specific role. https://hws.biginterview.com/members/resume_dashboard
- Meet with your Career Coach to review a cover letter if required. (Note: if it is optional, you should submit one.)

CONTINUE TO NEXT STEP →

APPLICATION LOOP: Search → Network → Tailor → Apply → Track → Repeat

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STEP 23 **PATHWAYS FUNDING REQUIREMENT*

Do you have an interview scheduled?

NO — TAKE THIS ACTION

- Keep applying!
(apply to several opportunities)

ACTION COMPLETE → CONTINUE

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YES — CONTINUE HERE

- ***Have mock interviews by using Big Interview.**

<https://app.biginterview.com/login>

- Research the industry, company and position.

- Identify potential questions they may ask and questions you should ask.

- Meet with your Career Coach for interview preparation.

<https://hws.joinhandshake.com/edu/appointments/new>

CONTINUE TO NEXT STEP →

STEP 24

Did you have an interview?

NO — TAKE THIS ACTION

- Keep applying!
(you got this)

[ACTION COMPLETE → CONTINUE](#)[🏠 BACK TO ROADMAP](#)[← PREVIOUS STEP](#)

YES — CONTINUE HERE

- Send a thank-you note.
- If necessary, a follow-up email.
- Keep applying.

[CONTINUE TO NEXT STEP →](#)

Choose the year that matches where you are now

Use this overview to pace the numbered roadmap throughout college.

FIRST YEAR

Build the foundation and begin career exposure.

[OPEN →](#)

SOPHOMORE YEAR

Activate your network and pursue relevant experience.

[OPEN →](#)

JUNIOR YEAR

Deepen experience and begin graduate-school planning if needed.

[OPEN →](#)

SENIOR YEAR

Complete applications and conduct your job or graduate-school search.

[OPEN →](#)

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[GRADUATE SCHOOL TIMELINE →](#)

Begin early and build momentum

FIRST YEAR

- Do Steps 1–10.
- Job shadow over winter break and/or spring break.
- Summer job (preferably related to your field of interest).

SOPHOMORE YEAR

- Do Steps 1–10 if you have not already.
- Make updates to Steps 2, 7 and 9.
- Do Steps 11–24.
- Job shadow and take part in professional development over winter break and/or spring break.
- Consider an “alternative spring break” through CCESL. <https://www.hws.edu/centers/service/alternative-breaks.aspx>
- Summer internship/job/research (a.k.a. relevant experience).

[← YEAR-BY-YEAR MENU](#)

Build relevant experience before graduation

JUNIOR YEAR

- Do Steps 1–10 if you have not already.
- Make updates to Steps 2, 7 and 9.
- Do Steps 11–24.
- If you plan to attend graduate school, start planning (see the next page).
- Job shadow and take part in professional development over winter break and/or spring break.
- Consider an “alternative spring break” through CCESL. <https://www.hws.edu/centers/service/alternative-breaks.aspx>
- Summer internship/job/research (a.k.a. relevant experience).

SENIOR YEAR

- Do Steps 1–10 if you have not already.
- Make updates to Steps 2, 7 and 9.
- Do Steps 11–24.
- Graduate school standardized tests and applications (see the next page).
- Job shadow and take part in professional development over winter break and/or spring break.
- Consider an “alternative spring break” through CCESL. <https://www.hws.edu/centers/service/alternative-breaks.asp>
- Job search.

***PROFESSIONAL DEVELOPMENT INCLUDES:** job shadowing, online courses, Forage job simulations, skill development/certifications, portfolio development, Parker Dewey micro-internships, etc.

[← YEAR-BY-YEAR MENU](#)

A simple timeline for Graduate School Planning (Schedule an appointment with Brandi Ferrara)

1**SPRING & SUMMER OF JUNIOR YEAR**

Start planning: research programs/schools, prepare for standardized tests, request recommendations, prepare application essays, etc.

2**FALL OF SENIOR YEAR**

Take standardized tests, complete applications and financial aid documentation, and request transcripts.

3**DECEMBER–FEBRUARY OF SENIOR YEAR**

Submit graduate school applications.

Work with HWS Career Services throughout the process.

[← YEAR-BY-YEAR MENU](#)

Continue the process until you secure the right opportunity.

Explore → Search → Network → Tailor → Apply → Track → Repeat

[RETURN TO THE ROADMAP](#)

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PATHWAYS PROGRAM ROADMAP