Four Year Career Plan

Map Out Your Career Path

YEAR ONE
- Settle into campus & academic life and do well academically
- Find appropriate campus resources
- Develop relationships with RAs, TAs, Professors & upperclassmen
- Meet with a career and/or pre-health advisor
- Sign up for career communities and e-newsletters on the CS website
- Create/update a resume
- Log into and explore Handshake

YEAR TWO
- Declare a major/concentration after a discussion with your academic advisor
- Explore skillsets, interests, and values through career assessments
- Conceptualize your career plan with a career advisor
- Conduct informational interviews to learn about different career paths
- Apply to internships, research opportunities and study abroad experiences that interest you
- Attend info sessions, career-related panels & career fairs explore and network

YEAR THREE
- Update your career action plan with your career advisor
- Familiarize yourself with industry publications and websites to further prepare for the internship search
- Follow up with contacts made through networking
- Practice interviewing skills by doing a mock interview
- Apply to internships, research opportunities or post grad fellowships that interest you
- Evaluate offers (may discuss with Career Services) and carefully consider before accepting

YEAR FOUR
- Discuss graduate school application timelines with the pre-gard team
- Be mindful of different hiring timelines for different industries
- Evaluate full time offers carefully (and discuss negotiating with CS) before accepting
- Research cost of living and relocation expenses before committing to an offer
- Complete career plans survey
- Remember that Career Services is available to alumni for life so check back in after you graduate

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log into and explore Handshake career services.upenn.edu

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Four Year Career Plan

Questions To Consider

YEAR ONE
- What activities did you like in high school?
- What classes interest you most?
- What are your skills, interests & values?
- What doesn't interest you?
- How can you get involved with the Penn community?

YEAR TWO
- What leadership roles can you pursue with student organizations?
- What classes have you done well in and enjoyed the most?
- Do you want to study and/or intern abroad, and when?
- What transferable skills are you developing in your work-study, volunteer or classroom experiences?

YEAR THREE
- How can you apply the impact you made within student organizations to internship applications?
- Do you want to declare a minor?
- What internships seem like the right fit for you?
- Have you built your network in industries or organizations you've targeted?
- Are you familiar with hiring timelines and how to prepare for interviews?

YEAR FOUR
- Where do you see yourself in the next one to two years after graduation?
- Are you interested in pursuing an advanced degree?
- Do you understand the hiring or application timeline for your intended post-graduate opportunity?
- Have you checked in with Career Services?

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WHAT CLASSES INTEREST YOU MOST?

Handshake is the Career Services' recruiting platform for University of Pennsylvania students, postdocs and alumni. Handshake uses cutting-edge technology to help students more easily connect with employers and source jobs, internships, event information, and On-Campus Interviewing opportunities. Students and alumni can schedule appointments with a career advisor through Handshake.

Current Penn students and alumni are invited to open free CareerShift accounts! CareerShift was created to help job seekers successfully navigate the published and hidden job market to find career opportunities. With CareerShift's robust company and contact database, users can find current job connections and make meaningful new connections.

Vault offers industry and interviewing guides written by people who work in those industries for non-technical audiences. Career Services has a subscription to this service so that Penn students can access these resources for free.

GoinGlobal includes international - job & internship listings, industry profiles and country-specific career information. More than 30,000 pages of constantly-updated content is included on topics such as: work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice, corporate profiles and worldwide job listings plus much more!

This alumni search tool allows users to search through more than 150,000 Penn alumni profiles by location, top employers, skill sets, and even major!

To see Penn alumni on LinkedIn, search for "University of Pennsylvania" in the search bar, click on the link, and click on "alumni."

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vpul.upenn.edu/secure/careerservices/pennkey/esub.php

careerservices.upenn.edu/resources
Targeted Resume is a career platform that helps you tailor your resume to specific job openings. Upload your resume and job posting, and in 10 seconds, this tool will scan the job posting you're applying for and offer suggestions for improvements to make it more likely that your resume gets noticed during the initial screening process.

MyPenn replaced the previous alumni directory, QuakerNet, and serves as a one-stop portal for Penn students and alumni to connect with alumni, customize your experience, and access university resources. You can search the directory by school, industry, company name and filter for “available for mentorship” to easily identify individuals more open to having career-related conversations.

Penn Career Services has partnered with CareerExplorer to provide you with an inspiring, innovative and complete career discovery platform. CareerExplorer’s interactive, engaging 30 minute assessment matches you to our current database of over 800 careers.

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Website Communities

Explore our industry and affinity communities to find specific resources, jobs, and advice about specific career fields. We also encourage you to log into the website using your PennKey to sign up for customized emails based on any of your communities of interest.

Big Interview

Big Interview is an online system that combines training AND practice to help improve your interview technique and build your confidence. PennKey required for access.

Targeted Resume

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(alumni database)

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