

Career Planning Guide

First Year - Exploration

- Obtain Career Planning Guide
- Attend career preparation workshops hosted by Career Services
- Explore interests, abilities, and skills through general education coursework
- Take a career assessment in Career Services
- Meet with a career counselor to discuss results of career assessment
- Formulate career ideas/questions
- Join college organizations to broaden campus involvement and develop leadership skills
- Start a career information file or notebook to collect and organize research all in one place
- Identify at least four skills employers want such as excellent communication skills and work towards developing those skills (see Career Services for assistance, if needed)
- Familiarize yourself with the career services web site and available resources at www.lewisu.edu/careerservices
- Investigate “What Can I Do With This Major?” on Career Services web site
- Create an account on JOBNET (www.lewisujobnet.net) to see all career related events on and off campus and to view internships
- Sign up for a Lewis University alumni mentor on JOBNET (www.lewisujobnet.net)

Summer Activities

- Research occupations in the *Occupational Outlook Handbook* on the web (www.bls.gov)
- Gain opportunities to job shadow and participate in an informational interview
- Get a part-time job or volunteer in the community in areas similar to career interests

Second Year - Identification

- Attend career preparation workshops hosted by Career Services
- Work towards a leadership position in a student organization
- Join at least one on-campus organization related to your major
- Meet with an academic advisor in Career Services to discuss and declare your major
- Take an introductory class in a major you are considering
- Update your career information file or notebook with new research
- Develop a draft of your resume and have it reviewed by Career Services
- Conduct informational interviews with upper-class students and professionals; ask about their major and job experiences
- Continue to communicate with an alumni mentor or begin to pursue one

Summer Activities

- Review your options for work and volunteer opportunities during the school year to enhance your work skills and build your resume
- Read one book or biography that relates to a career you find interesting
- Update JOBNET profile (contact Career Services if you forgot your username and password)



Junior Year - Preparation

- Attend career preparation workshops hosted by Career Services
- Review progress in learning and developing four skills employers look for
- Run for leadership positions in clubs and organizations
- Investigate graduate schools and required entrance exams
- Research potential employers online and network with alumni in your selected job market
- Review internship opportunities
- Attend CareerFest (all majors) to explore internship opportunities
- Secure a summer internship
- Update and review your career information file or notebook
- Practice interviewing skills by participating in mock interviews
- Start saving and shopping for your professional wardrobe (see Career Services for examples of professional attire)
- Update your resume and post it on JOBNET
- Gather letters of recommendation from faculty or employers

Summer Activities

- Excel at your summer internship
- Learn all you can about the company you intern with and your career field in general
- Update JOBNET profile
- Continue to communicate with your alumni mentor

Senior Year - Achievement

- Attend career preparation workshops hosted by Career Services
- Develop a contact list of individuals who are willing to serve as professional references
- Visit JOBNET weekly for updates on job fairs and employment opportunities
- Participate in a mock interview with Career Services
- Update and review your career information file or notebook
- Decide on the type of career or graduate program you are seeking
- Attend CareerFest (all majors) or TeacherFest (Education majors)
- Apply to the graduate schools of your choice and register to take required entrance exams
- Read two or more professional or trade publications from your major and/or career field to keep on top of current trends/needs
- Attend on- and off-campus interviewing opportunities
- Gather information on realistic salary expectations at www.salary.com and www.bls.gov
- Follow up on all applications and keep a record of the status of each. Always send a thank you e-mail and/or note within two days after an interview
- Evaluate job offers and accept one
- Report new job title, company and location to Career Services!
- Consider becoming an Alumni Mentor

Lewis University Career Services Office
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Web: <http://www.lewisu.edu/careerservices>