CU career action plan checklist

Begin now to prepare for today's competitive job market! Explore career interests and develop job skills, knowledge and experiences to achieve your career goals.

RESEARCH (majors, careers, graduate programs)
EXPERIENCE (volunteer, join organizations, part-time jobs, internships, study abroad
PREPARE (internship, graduate or job search materials)
APPLY (internships, graduate/professional school, jobs)
TRANSITION (from college to the workplace or graduate/professional school)

	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
EXPLORE Handshake at clarion.joinhandshake.com to find off-campus jobs & internships, and see events	●	●	●	●
COMPLETE an on-campus employment/work study application at clarion.edu/myclarion.com. After login select "Student Employment"	●	●	●	●
VISIT the Career and Professional Development website at www.clarion.edu/career	●	●	●	●
MEET with your career coach	●	●	●	●
COMPLETE *Focus 2* career assessment, explore careers and majors related to your interests	●			
PARTICIPATE in career workshops/seminars (live or virtual)	●	●	●	●
CHECK the career events calendar and campus recruiting schedule	●	●	●	●
VISIT employer information tables on-campus	●	●	●	●
PARTICIPATE in career, internship and job fairs	●	●	●	●
ATTEND employer information sessions/panel presentations	●	●	●	●
REVIEW your social media privacy settings	●	●	●	●
GET INVOLVED in RSO's, volunteer in your community, join civic groups	●			
CREATE a resume draft from resources at www.clarion.edu/resumes	●			
CREATE your personal elevator speech and learn proper handshake	●			
LEARN appropriate interview attire for part-time jobs and internships	●	●		
EXPLORE part-time job search process	●	●		
START obtaining professional references (faculty, employers, advisors) for applications	●	●		
LEARN how to draft an application/cover letter		●	●	
LEARN internship search process (use the Internship Strategies Checklist)		●	●	
GATHER internship search materials and apply for positions		●	●	
CONDUCT practice interviews for internship or full-time job interviews		●	●	
UPDATE and **SEND** resume to resumes@clarion.edu for review		●	●	●
REVIEW and **CONTACT** references annually		●	●	●
INITIATE informational interviews to learn more about your anticipated career (occupation)		●	●	●
CREATE a LinkedIn account		●	●	●
EXPLORE graduate or professional school options			●	
PREPARE graduate or professional school applications			●	
LEARN full-time job search process (use the Job Search Strategies Checklist)			●	
PREPARE job search materials, (i.e., cover letter, portfolio, updated resume, writing samples)			●	
PREPARE your professional portfolio			●	
PURCHASE appropriate interview attire for full-time jobs/graduate school interviews			●	●
POLISH your elevator speech			●	●
ATTEND business and dining etiquette sessions			●	●
PARTICIPATE in campus recruiting interviews			●	●
ATTEND employer site visits and networking events			●	●
APPLY for positions				●
REPORT offers/hires to the Center for Career and Professional Development				●