



CAREER SERVICES

Your Career Action Plan

Deciding on an academic major or choosing among many career options can be a challenging process. By thinking about those decisions early, you will be better positioned to make informed career plans. Below are some recommended steps to take during each year of college. However, you may need to revisit some steps or complete them in a different order. Career Services is here to help you with your individual goals, questions, and concerns.

First Year: Inquiry & Awareness



- Schedule an appointment** in Career Services to explore your interests, personality, skills, and strengths.
- Do a self-assessment**, such as Focus2, to identify interests, majors, and careers.
- Register for UNST 110**, Major Exploration.
- Complete your Handshake profile** and explore employment opportunities.
- Explore resources** on the Career Services website such as **What Can I Do With This Major**, **O*Net**, and **CareerOneStop**.
- Utilize career materials** available in the Todd Wehr Memorial Library.
- Discuss career possibilities** with advisors, faculty, and Career Services staff.
- Take advantage of tutoring and study skill resources** in the Academic Resource Center.
- Join campus organizations** related to potential fields of interest.

Sophomore: Explore More

- Continue to investigate career options** using assessments and resources in Career Services.
- Conduct an informational interviews or job shadow** with someone in your field to learn more about career options.
- Declare your major**. Visit with Career Services, your advisor, or professors for help.
- Begin mapping out your 4-year plan** on Student Planner.
- Research potential internship opportunities** in your field of interest.
- Explore** study abroad options, graduate school requirements, and professional organizations.



Quick tip: Start writing your resume early in your college career.

Continue to update your resume as you gain experience. Stop into Career Services on Fridays from 9am-3pm for **walk-in resume reviews**, or schedule an appointment via Handshake.

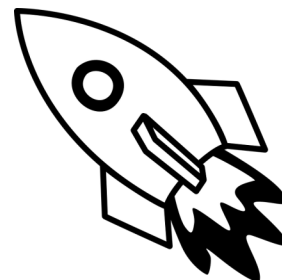
Junior Year: Experience



- Gain experience** in your field by completing at least one internship. Visit Handshake for opportunities!
- Attend career fairs and special events** through Career Services. Prepare ahead of time so you can engage employers in conversations about your qualifications.
- Develop your interviewing skills** by attending **Speed Mock Interview**, practicing with **Interview Stream**, or scheduling a mock interview in Career Services.
- Create your LinkedIn** account and develop professional connections.
- Network with professionals** in your field of interest.
- Continue to research** potential graduate/professional schools.

Senior: Launch

- Develop short and long-term professional goals.** Research employment opportunities on Handshake.
- Refine your interviewing skills** through Speed Mock Interview, Interview Stream, and individual practice interviews in Career Services.
- Learn professional dining tips** by attending Career Services' **Etiquette Dinner**.
- Expand your network** by joining professional organizations in your field.
- Attend and present** at conferences/events.
- Complete graduate and professional school** applications.
- Learn how to evaluate a job offer** and negotiate salary using the Career Services website.
- Research cost-of-living** by geographic location, and create a post-graduation budget.



visit  **handshake** to find your next job or internship!

Login into Viterbo.joinhandshake.com to activate your account!

- Build your profile and post your resume.
- Explore internships, full and part-time jobs, and on-campus student employment opportunities.
- Network with professionals and other students in your field.

Visit us!

Murphy Center 374 | Monday-Friday | 9am-4pm | 608.796.3828 | www.viterbo.edu/career-services