



ADVISING & CAREER DEVELOPMENT

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 based on your individual goals. Advising and Career Development (ACD) is here to help you with your questions, and concerns.

First Year: Self-Reflect

- Schedule an appointment** in ACD to explore your interests, personality, skills, and strengths.
- Take a self-assessment**, such as PathwayU, to identify interests, majors, and careers.
- Register for UNST 110**, Major Exploration.
- Explore resources** on the ACD website such as [What Can I Do With This Major](#), [O*Net](#), and [CareerOneStop](#).
- Utilize career materials** available in the Todd Wehr Memorial Library.
- Complete your Handshake profile** and explore employment opportunities.
- Start building your 4-year plan** with the help of your advisor.
- Find out if the [4-Year Guarantee](#) is for you!** Talk with your advisor for more information.
- Join campus organizations** in your field of interest.
- Network on campus.** Get to know your professional advisor, faculty, and Viterbo Staff.



Sophomore: Explore Your Options

- Continue to investigate career options** using ACD assessments and resources.
- Conduct an informational interviews or job shadow** with a professional in your field.
- Declare your major.** Visit with ACD, your advisor, or professors for help.
- Research potential internship opportunities** in your field of interest.
- Explore** study abroad options, graduate school requirements, and professional organizations.
- Gain experience** through part-time work and volunteer opportunities within your field.





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

Continue to update your resume as you gain experience. Doing this once per semester is much easier than at the end of your college career. Schedule a resume review with a staff member on [Starfish](#).

Junior: Experience

- Build experience** in your field by completing at least one internship.
- Attend career fairs and special events** through ACD. Prepare ahead of time so you can engage employers in conversations about your qualifications.
- Start building interview skills** by attending Speed Mock Interview, practicing with Interview Stream, or scheduling a mock interview in ACD.
- Create your LinkedIn account** and develop professional connections.
- Continue to research** potential graduate/professional schools.
- Register for UNST 310**, Career Professional Development Seminar.



Senior: Launch

- Develop short and long-term professional goals.** Research employment options on Handshake.
- Expand your network** by joining professional organizations in your field.
- Attend and present** at conferences/events.
- Complete graduate and professional school** applications.
- Network with professionals** in your field of interest.
- Learn how to evaluate a job offer** and negotiate salary using the ACD website.
- Research cost-of-living** by geographic location, and create a post-graduation budget.



Find your next job or internship on ***Handshake***

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.
- Network with professionals and other students in your field.



Visit us!

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