### Step 1

#### Self Assessment

<table>
<thead>
<tr>
<th>What do I need to do?</th>
<th>How do I achieve this?</th>
<th>Where are the resources?</th>
<th>Why should I do this?</th>
</tr>
</thead>
</table>
| **Identify my skills, interests, and values.** | - Review and identify areas and activities in which I have done well, including academic and extracurricular activities.  
- Take an assessment to see how my interests, skills, work values, and/or personality may fit with different majors or occupations.  
- Visit academic departments that seem interesting to me and look at their curriculum. | - Make an appointment with an advisor at Career Services.  
- Participate in the QUEST Program.  
- Talk to my academic advisor about the best courses to take. | - Gain an understanding of my skills—what am I good at and what are my strengths?  
- Narrow choices to at least two career areas (I can always change my mind later).  
- Gain knowledge of the available majors in areas of interest to me.  
- Investigate and explore areas of study that I may not have considered.  
- Understand the meaning of work and the importance of work values. |

### Step 2

#### Career Awareness

| Explore various career options.  
| Explore various academic disciplines.  
| Make a tentative career decision. | - Familiarize myself with the resources and services available throughout the University.  
- Register with Career Services to find relevant work/volunteer experiences (like research projects, internships, and work-study programs in departments that interest me).  
- Attend workshops for my areas of interest.  
- Read literature on future economic and employment trends.  
- Visit Career Services if I have trouble deciding on a career area.  
- Bring my concerns/questions to my advisor and/or my career counselor.  
- Explore the connection between majors and possible career paths and work opportunities. | - Visit Career Services’ library in Student Union 1532—no appointment is needed.  
- Explore programs like Focus for career information—link available on Career Services’ website.  
- Explore the Internet for career-related information (go to Career Services’ website for helpful links).  
- Begin seeking informational interviews and job shadow experiences (contact professionals known to me, my family, or my friends, and ask them about their jobs).  
- Consider joining an organization in which I am particularly interested, preferably one that is career-related.  
- Introduce myself to and talk with faculty members, departmental advisors, and upper-class students about different majors and careers. | - Gain increasingly clear understanding of who I am and what I do well.  
- Gain the ability to prioritize my interests and work values.  
- Gain the ability to identify what I want to learn and why. |
### Step 3
**Decision Making**

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<tr>
<td><strong>Make a career decision.</strong></td>
<td>Visit Career Services and/or my particular college (Arts &amp; Science, Business, etc.) to gather information about internship opportunities. Meet with two or three faculty members about majors, careers, and internships. Plan for part-time or summer employment, co-ops, internships, volunteer experiences, or independent research related to my career interests. List my responsibilities, skills learned, what I learned, and my contributions/accomplishments for each job-related experience. Create a personal timeline. Set short and long-term goals. Begin looking at graduate schools, if necessary.</td>
<td>Contact Career Services about job opportunities and internships. Talk to my academic advisor about course requirements and to make sure I’m on track. Maintain good study habits and academic work—contact the Learning Enhancement Center if I need extra help. Talk to faculty and graduate students to find out more about the process of applying to graduate schools. Evaluate the feasibility of my admission to graduate or professional school. Request graduate school catalogs and application materials—don’t forget to check for important deadlines for financial aid and tests, like GRE, LSAT, MCAT, etc. Have at least three strong references among my professors and/or supervisors who know my work and my ability.</td>
<td>Gain valuable experience and understanding of the world of work before I graduate. Gain a better knowledge of my career options. Become informed of graduate/professional schools.</td>
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<td><strong>Implement my career decision.</strong></td>
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<td><strong>Set professional goals.</strong></td>
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<td><strong>Determine if graduate or professional school is required for my career goals.</strong></td>
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### Step 4
**Action Planning**

| Learn how to find meaningful work. | Begin forming a network of professionals through my career-related experiences. Gather information on potential employers. Conduct informational interviews. | Register with Career Services through RocketJobs for on-campus interviews and job referrals with prospective employers. Arrange to do a mock interview at Career Services. Attend workshops on: o Resume writing o Job search skills o Interviewing skills Attend career fairs sponsored by Career Services, academic colleges, employers, and other organizations. View Career Services’ website for information on potential employers and upcoming career-related events. | Prepare myself for finding a rewarding career in my chosen field. Become experienced at writing resumes, interviewing, and obtaining meaningful work. Graduate with an exciting career waiting for me. |
| Write a resume. | | | |
| Prepare for interviews. | | | |