



Career Development Process

Step 3

DECISION MAKING

You have explored different academic programs and career options that complement your personality, skills, interests, and values. Now it is time to make a decision and start down a particular academic path.

What do I need to do?	How do I achieve this?	Where are the resources?	Why should I do this?
<p><i>Make a career decision.</i></p> <p><i>Implement my career decision.</i></p> <p><i>Set professional goals.</i></p> <p><i>Determine if graduate or professional school is required for my career goals.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with two or three faculty members about majors, careers, and internships. <input type="checkbox"/> Visit Career Services and/or my particular college (Arts & Sciences, Business, etc.) to gather information about internship opportunities. <input type="checkbox"/> Plan for part-time or summer employment, co-ops, internships, volunteer experiences, or independent research related to my career interests. <input type="checkbox"/> List my responsibilities, what I learned, and my contributions/ accomplishments for each job-related experience. <input type="checkbox"/> Create a personal timeline. <input type="checkbox"/> Set short and long-term goals. <input type="checkbox"/> Begin looking at graduate schools, if you are planning to pursue further study. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Career Services about job opportunities and internships. <input type="checkbox"/> Talk to my academic advisor about course requirements and to make sure I'm on track. <input type="checkbox"/> Maintain good study habits and academic work—contact the Learning Enhancement Center if I need extra help. <input type="checkbox"/> Talk to faculty and graduate students to find out more about the process of applying to graduate schools. <input type="checkbox"/> Evaluate the feasibility of my admission to graduate or professional school. <input type="checkbox"/> Request graduate school catalogs and application materials—don't forget to check for important deadlines for financial aid and tests (GRE, LSAT, MCAT, etc.). <input type="checkbox"/> Have at least three professional references, for example, professors and/or supervisors who know my work and my abilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Gain valuable experience and understanding of the world of work before I graduate. <input type="checkbox"/> Gain a better knowledge of my career options. <input type="checkbox"/> Become informed of graduate/ professional schools.

Student Union 1532 (419) 530-4341
www.student-services.utoledo.edu/career

Scheduling a meeting with faculty?

Here are some questions to ask!

1. What types of internships, practicum, co-op or volunteer experiences are required or suggested?
2. Where have graduates from this major gone after finishing their degree? What professional fields utilize the skills I will be developing in this major?
3. What services or resources does your department offer to assist me in my internship/co-op/job search?
4. Are you aware of other people on campus who may be able to help me with my search for experience or employment?
5. Do you know of any alumni in the area who would be willing to answer questions about careers in this field and help me develop a professional network?

Develop a Personal Timeline

WHAT?	WHO and HOW?	BY WHEN?	COMPLETED?
Visit Faculty	Call for appointments, drop in during office hours	October 30	
Visit Career Services	Call 419.530.4341 for an appointment with a Career Advisor	November 15	

You can add additional activities to your timeline: attend job fairs on campus, attend workshops offered by Career Services, conduct informational interviews, and job shadow.