



Career Development Process Step 4 ACTION PLANNING

You have assessed your strengths, explored your interests, researched various majors and careers, and decided on the path you want to take. You are asking “What’s next?” Now it is time to swing into full gear and prepare to find a career. Networking is extremely important, as well as developing an initial resume and beginning the job search process. Your Career Advisor is available to assist you with your career preparation needs!

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<p><i>Learn how to find meaningful work.</i></p> <p><i>Write a resume.</i></p> <p><i>Prepare for interviews.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Begin forming a network of professionals through my career-related experiences. <input type="checkbox"/> Gather information on potential employers. <input type="checkbox"/> Conduct informational interviews. 	<ul style="list-style-type: none"> <input type="checkbox"/> Register with Career Services for on-campus interviews and job referrals with prospective employers. <input type="checkbox"/> Schedule a mock interview with Career Services. <input type="checkbox"/> Attend workshops on: <ul style="list-style-type: none"> • Resume writing • Job search skills • Interviewing skills <input type="checkbox"/> Attend career fairs sponsored by Career Services, academic colleges, employers, and other organizations. <input type="checkbox"/> Frequently check Career Services’ website for information on potential employers and upcoming career-related events. 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare myself for finding a rewarding career in my chosen field. <input type="checkbox"/> Become experienced at writing resumes, interviewing, and obtaining meaningful employment. <input type="checkbox"/> Graduate with a successful career path waiting for me.

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

Conducting an Informational Interview?

Here are some questions to ask!

1. How did you prepare for this work?
2. What educational experiences (degrees, certifications, licenses) best prepare an individual for this field?
3. A typical day would begin at _____ and end at _____.
4. What is the nature of the job—would I be selling, buying, servicing machines, answering client questions, working independently, etc.?
5. What types of activities and responsibilities would I be involved with on a daily basis?
6. What are some additional job responsibilities in your position?
7. Does this job require financial investment for equipment or special tools or clothing?
8. Are there any non-reimbursed employee expenses?
9. Are there opportunities for further education and/or professional development?
10. Could you describe the everyday working conditions?
11. Is this job primarily indoors or outside?
12. Tell me about the community where the organization is located.
13. What is an average salary for an individual starting out in this field?
14. Are there opportunities for advancement?
15. What do you like most about the job? Least?
16. Has this job met your expectations? Why or why not?
17. What are some of the disadvantages in this career field?
18. How can I learn more about this field?
19. How does one typically go about job searching in this field? Do you have any advice?
20. What professional organizations are connected with this field?
21. Would you recommend this field for me?
22. Could you please provide me with the names of 3-5 other contacts?