

# 4-Step Career/Major Decision-Making Checklist

Career Services  
 Student Union 1532 (419) 530-4341  
[www.utoledo.edu/utlc/career](http://www.utoledo.edu/utlc/career)

<b>Step 1 Self Assessment</b>			
What do I need to do?	How do I achieve this?	Where are the resources?	Why should I do this?
<p><b>Identify my skills, interests, and values.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and identify areas and activities in which I have done well, including academic and extracurricular activities.</li> <li><input type="checkbox"/> Take an assessment to see how my interests, skills, work values, and/or personality may fit with different majors or occupations.</li> <li><input type="checkbox"/> Visit academic departments that seem interesting to me and look at their curriculum.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make an appointment with an advisor at Career Services.</li> <li><input type="checkbox"/> Participate in the QUEST Program.</li> <li><input type="checkbox"/> Talk to my academic advisor about the best courses to take.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gain an understanding of my skills—what am I good at and what are my strengths?</li> <li><input type="checkbox"/> Narrow choices to at least two career areas (I can always change my mind later).</li> <li><input type="checkbox"/> Gain knowledge of the available majors in areas of interest to me.</li> <li><input type="checkbox"/> Investigate and explore areas of study that I may not have considered.</li> <li><input type="checkbox"/> Understand the meaning of work and the importance of work values.</li> </ul>
<b>Step 2 Career Awareness</b>			
<p><b>Explore various career options.</b></p> <p><b>Explore various academic disciplines.</b></p> <p><b>Make a tentative career decision.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Familiarize myself with the resources and services available throughout the University.</li> <li><input type="checkbox"/> Register with Career Services to find relevant work/volunteer experiences (like research projects, internships, and work-study programs in departments that interest me).</li> <li><input type="checkbox"/> Attend workshops for my areas of interest.</li> <li><input type="checkbox"/> Read literature on future economic and employment trends.</li> <li><input type="checkbox"/> Visit Career Services if I have trouble deciding on a career area.</li> <li><input type="checkbox"/> Bring my concerns/questions to my advisor and/or my career counselor.</li> <li><input type="checkbox"/> Explore the connection between majors and possible career paths and work opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career Services' library in Student Union 1532—no appointment is needed.</li> <li><input type="checkbox"/> Explore programs like Focus for career information—link available on Career Services' website.</li> <li><input type="checkbox"/> Explore the Internet for career-related information (go to Career Services' website for helpful links).</li> <li><input type="checkbox"/> Begin seeking informational interviews and job shadow experiences (contact professionals known to me, my family, or my friends, and ask them about their jobs).</li> <li><input type="checkbox"/> Consider joining an organization in which I am particularly interested, preferably one that is career-related.</li> <li><input type="checkbox"/> Introduce myself to and talk with faculty members, departmental advisors, and upper-class students about different majors and careers.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gain increasingly clear understanding of who I am and what I do well.</li> <li><input type="checkbox"/> Gain the ability to prioritize my interests and work values.</li> <li><input type="checkbox"/> Gain the ability to identify what I want to learn and why.</li> </ul>

## Step 3 Decision Making

What do I need to do?	How do I achieve this?	Where are the resources?	Why should I do this?
<p><b><i>Make a career decision.</i></b></p> <p><b><i>Implement my career decision.</i></b></p> <p><b><i>Set professional goals.</i></b></p> <p><b><i>Determine if graduate or professional school is required for my career goals.</i></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career Services and/or my particular college (Arts &amp; Science, Business, etc.) to gather information about internship opportunities.</li> <li><input type="checkbox"/> Meet with two or three faculty members about majors, careers, and internships.</li> <li><input type="checkbox"/> Plan for part-time or summer employment, co-ops, internships, volunteer experiences, or independent research related to my career interests.</li> <li><input type="checkbox"/> List my responsibilities, skills learned, what I learned, and my contributions/ accomplishments for each job-related experience.</li> <li><input type="checkbox"/> Create a personal timeline.</li> <li><input type="checkbox"/> Set short and long-term goals.</li> <li><input type="checkbox"/> Begin looking at graduate schools, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Career Services about job opportunities and internships.</li> <li><input type="checkbox"/> Talk to my academic advisor about course requirements and to make sure I'm on track.</li> <li><input type="checkbox"/> Maintain good study habits and academic work—contact the Learning Enhancement Center if I need extra help.</li> <li><input type="checkbox"/> Talk to faculty and graduate students to find out more about the process of applying to graduate schools.</li> <li><input type="checkbox"/> Evaluate the feasibility of my admission to graduate or professional school.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Have at least three strong references among my professors and/or supervisors who know my work and my ability.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gain valuable experience and understanding of the world of work before I graduate.</li> <li><input type="checkbox"/> Gain a better knowledge of my career options.</li> <li><input type="checkbox"/> Become informed of graduate/ professional schools.</li> </ul>

## Step 4 Action Planning

<p><b><i>Learn how to find meaningful work.</i></b></p> <p><b><i>Write a resume.</i></b></p> <p><b><i>Prepare for interviews.</i></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin forming a network of professionals through my career-related experiences.</li> <li><input type="checkbox"/> Gather information on potential employers.</li> <li><input type="checkbox"/> Conduct informational interviews.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register with Career Services through RocketJobs for on-campus interviews and job referrals with prospective employers.</li> <li><input type="checkbox"/> Arrange to do a mock interview at Career Services.</li> <li><input type="checkbox"/> Attend workshops on: <ul style="list-style-type: none"> <li><input type="checkbox"/> Resume writing</li> <li><input type="checkbox"/> Job search skills</li> <li><input type="checkbox"/> Interviewing skills</li> </ul> </li> <li><input type="checkbox"/> Attend career fairs sponsored by Career Services, academic colleges, employers, and other organizations.</li> <li><input type="checkbox"/> View Career Services' website for information on potential employers and upcoming career-related events.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare myself for finding a rewarding career in my chosen field.</li> <li><input type="checkbox"/> Become experienced at writing resumes, interviewing, and obtaining meaningful work.</li> <li><input type="checkbox"/> Graduate with an exciting career waiting for me.</li> </ul>
---	---	---	---