



## FOUR YEAR CAREER DEVELOPMENT CHECK LIST

### *First Year*

- Begin identifying your values, interests, and skills
  - Discussions with faculty, academic advisors, and/or [Career Services Center \(CSC\) counselor](#)
  - [Career and Life Planning Course - UNST 150](#)
  - [Focus II Career Assessment](#)
  
- Explore various academic disciplines as areas of study
  - Discussions with academic advisors and faculty
  - Read up on Xavier University [majors](#)
  - Determine if coursework required for major “fits” your interests
  
- Become familiar with industries and career options for particular majors
  - Make an [appointment](#) with a CSC counselor
  - [Online Career Resources](#) such at Vault
  - Conduct research using [Career Services Center Library](#) (CSC Resources PDF), McDonald Library, or any public library
  - Focus II Career Assessment
  - Career and Life Planning Course - UNST 150
  
- Learn how to develop your leadership and interpersonal skills by participating in activities sponsored by clubs or organization.
  - Seek membership in clubs or organizations related to your interests, skills, and values
  
- Cultivate transferable skills through part time, volunteer/service opportunities, and summer jobs/programs
  - Attend [On Campus Employment Fair](#) in August
  - Search [eRecruiting](#) for part time and summer opportunities
  
- Participate in career development workshops
  - Resume & Cover Letter Writing
  - Interviewing Techniques/Mock Interviewing
  - Self-Assessments
  - [Career Fair Preparation](#)
  
- Create a preliminary [resume](#)

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## Sophomore Year

- Continue career exploration related to your area of study/finalize major decision
  - [Informational Interviews](#) with upperclassmen, professionals in the field, and professors
  - [Job Shadowing](#) with professionals in field of interest i.e. Pre-Health Preceptorship or Pre-Law Mentoring Programs
  - [Online Career Resources](#) such at [Vault](#)
  - [Career Services Center Library](#) (link to Library PDF), McDonald Library, or any public library
  - [Career and Life Planning - UNST 150](#)
  - Have a career conversation with a [CSC counselor](#)
  - Take the [Myers Briggs Type Indicator \(Personality Assessment\)](#) and/or [Strong Interest Inventory \(Interest and Skills Assessment\)](#)
  
- Update personal and academic information in Xavier [eRecruiting](#)
  
- Update, refine, and [upload resume](#) (Quick Start Guide PDF) to Xavier eRecruiting
  
- [Begin a career development portfolio](#) (Portfolio How To PDF)
  
- Compose a [cover letter](#) which compliments your [resume](#)
  
- Attend on and off campus career events that expose you to organizations of interest
  - [Fall Internship & Career Fair](#)
  - [Spring Internship & Career Fair](#) and [Diversity Reception](#)
  - [Peace and Justice Post Graduate Service/Volunteer Fair](#)
  - Employer Presentations/Showcases
  - Academic Department events
  
- Continue to attend in career development workshops/programs to increase awareness and preparedness
  - Resume & Cover Letter Writing
  - Interviewing Techniques/Mock Interviewing
  - Self-Assessment
  - Career Fair Preparation
  - Employer Mock Interview & Resume Critique Week
  - Etiquette Dinner
  - Making the Most of Your Breaks Series
  
- Begin to identify [experiential learning opportunities](#)
  - Make an appointment with our Coordinator for Experiential Learning.
  - Search eRecruiting database or other web based internship/experiential learning opportunities
  
- Run or volunteer for a leadership position in your club or organization

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## Junior Year

- Continue to update [resume](#), cover letters, and [portfolio](#)
  - [upload new versions of resumes and cover letters to eRecruiting](#)
- Participate in Xavier University's [On Campus Interviewing Program](#)
- Narrow industry focus based on [online](#) , [informational interviewing](#), and [library resources](#) (The\_CSC\_Resource\_Library\_Listing PDF) research
  - Begin researching alumni working within industries or companies of interest to connect with via the [Alumni & Friends website](#)
- Explore graduate/professional school plans and options with faculty, CSC staff, and peruse online/library resources
  - [Law School Admissions Council](#)
  - [MBA Programs](#)
  - Graduate School Directory (located in the CSC library)
  - Meet with (NEW ADVISORS), Pre-Law advisors or Kara Rettig-Pfingsttag, Pre-Med advisor
  - Develop a [timeline](#) for research and applications
  - Attend Graduate School Forum for Juniors
- Identify [internships/experiential opportunities](#) with organizations that do not recruit on campus
  - Meet with our Coordinator for Experiential Opportunities
- Attend on and off campus career fairs and network with various organizations in your area of interest
  - [Fall Internship & Career Fair](#)
  - [Spring Internship & Career Fair](#) and [Diversity Reception](#)
  - [Peace and Justice Post Graduate Service/Volunteer Fair](#)
  - Employer Presentations/Showcases
  - Academic Department events
- Explore additional areas to identify skills, interests, and values
  - Make an [appointment](#) with a CSC counselor to take the [Myers Briggs Type Indicator \(Personality Assessment\)](#) and/or [Strong Interest Inventory \(Interest and Skills Assessment\)](#)
  - [Job Search & Professional Prep Course - UNST 250](#)
- Participate in [Mock Interviews](#)

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## Senior Year

- Participate in Xavier University's [On Campus Interviewing Program](#)
- Organize [job search strategies](#) for obtaining full-time employment via internet and personal networking
  - Target desired industries and determine geographical preferences (s)
  - Complete [resume/cover letter](#) consistent with industry preferences
  - Research and gather information on companies in chosen industries
  - Identify companies through [web based job boards](#), [CSC counselors](#), and faculty
  - Pursue interviews with employers who are not scheduled to come on campus
- Organize [graduate/professional school](#) applications to meet established deadlines
  - [Develop or reassess timeline](#)
- Participate in [Mock Interviews](#)
- Continue to attend various career-related workshops and employer presentations
  - Resume & Cover Letter Writing
  - Interviewing Techniques/Mock Interviewing
  - Self-Assessment
  - Career Fair Preparation
  - Employer Mock Interview & Resume Critique Week
  - Etiquette Dinner
  - [Fall Internship & Career Fair](#)
  - [Spring Internship & Career Fair](#) and [Diversity Reception](#)
  - [Peace and Justice Post Graduate Service/Volunteer Fair](#)
  - Employer Presentations/Showcases
  - Academic Department events
- Evaluate [full time offers](#), graduate/professional school study, and/or full time volunteer services opportunities based on personal interests, values, and career goals
- Attend workshops and research information to prepare for life after Xavier University
  - [Job Search & Professional Prep Course - UNST 250](#)
  - Discussions with alumni, faculty, professionals, and CSC staff
  - Visit Xavier's [Alumni & Friends website](#) for events, chapters, and potential networking contacts  
Click [here](#) for helpful instructions

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