



CAREER DEVELOPMENT OBJECTIVES

OBJECTIVE I – EXPLORE INTEREST, VALUES & SKILLS

- Discussion various academic disciplines with faculty, academic advisors, and/or career advisor
- Career and Life Planning Course
- Take the MY PLAN, MBTI Personality Assessment or STRONG INTEREST Inventory
- Read up on Xavier University majors via the internet
 - Determine if coursework required for major “fits” your interests
- Become familiar with industries and career options for particular majors
 - Online Career Resources such at Vault (see CSC website for access information) and Occupational Outlook Handout (<http://www.bls.gov/oco/home.htm>)
 - Career Services Center Career Resource Library, McDonald Library, or any public library
 - Explore What Can I Do With a Major In...series (CSC website/handouts in the CSC Resources library)
- Participate in workshops that allow you to explore your career interest

OBJECTIVE II – DEVELOP SKILLS

- Get your career documents together
 - Create, update and refine your resume
 - Begin a career development portfolio
 - Compose a cover letter which compliments your resume
- Develop professional image and etiquette skills
- Develop networking skills and conduct informational interviews to learn about various industries and careers
 - Join the Xavier University Mentoring Program
- Learn how to develop your leadership and interpersonal skills by participating in activities sponsored by clubs or organization.
 - Seek membership in clubs or organizations (on or off campus) related to your interests, skills, and values
- Meet with a career advisor for an eRecruiting tutorial/Attend an eRecruiting 101 Session (XU’s web based on-campus recruiting program and online job board)
- Participate in workshops that allow you to explore various organizations and industries to learn about employers
- Peruse resources such as publications in the Career Services Center Career Resource Library, McDonald Library, or any public library, Vault, Going Global to learn more about various organizations, career paths and gain an understanding of the educational level needed for various careers
- Schedule a mock interview in preparation for internship, practicum or research opportunity interviews or participate in mock interview program/workshops
- Career and Life Planning Course
- Pick up the Job & Internship Search Guide



OBJECTIVE III – GET PROFESSIONAL EXPERIENCE

- Cultivate transferable skills through part time, internships, volunteer/service opportunities, research and summer jobs/programs
 - Attend on and off campus career fairs and network with various organizations in your area of interest
 - Participate in a Summer Service Internship through Faith & Justice
 - Search eRecruiting for internships, part time and summer opportunities
 - Attend organization presentations/showcases/panels
 - Gather information about study abroad and/or alternative break programs
 - Identify internships/experiential opportunities with organizations that do not recruit on campus
 - Meet with your department's internship/practicum coordinator
- Shadow individuals from various fields to gain “first hand” knowledge about various fields
 - Join the Xavier University Mentoring Program
- Join professional organizations affiliated with career interest
- Attend in career development/career-related workshops/programs to increase awareness and preparedness/organization information sessions
- Assume a leadership position in clubs or organizations (on or off campus)

OBJECTIVE IVa,b – SECURE EMPLOYMENT OR ATTEND GRADUATE SCHOOL

- Attend on and off campus career fairs and network with various organizations in your area of interest
- Participate in on-campus interviews
- Organize job search strategies for obtaining full-time employment or post graduate service opportunities 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 organization through web based job boards, career advisors, mentor and faculty
 - Pursue interviews with organizations who are not scheduled to come on campus
- Explore graduate/professional school plans and options with faculty, career advisors, and peruse online/library resources
 - Law School Admissions Council Website (lsac.org)
 - MBA Programs website (mbaprograms.org)
 - Graduate School Directories such as GraduateGuide.com and GradSchools.com
 - GRE information (www.ets.org/gre)
- Schedule campus visits/appointments with graduate/professional school
- Organize graduate/professional school applications to meet established deadlines
- Continue to attend various graduate school/career-related workshops and organization presentations
- Join professional organizations affiliated with career interest
- Use online networking sties to facilitate your job search
 - Xavier University LinkedIn Groups



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- Evaluate full time offers, graduate/professional school study, and/or full time volunteer services opportunities
- Attend workshops and research information to prepare for life after Xavier University
 - Have discussions with alumni, faculty, professionals, mentor and career advisors
 - Visit Xavier's National Alumni Association website for events and chapters

~adapted from the Ball State University Career Management Action Plan (MAP)

<http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/CareerLab/CareerMAP.aspx>