5 STEPS TO CAREER SUCCESS

Step 1: Self-Assessment
- Identify your accomplishments, values, goals, interests, strengths and weaknesses.
- Research jobs within specific majors, and determine if those would be something you would enjoy doing.
- Explore possible majors by having discussions with faculty, academic advisors and/or career coaches within the Career Development Office.
- Recognize the qualities and skills employers will seek.
  - Participate in a job shadowing in an area you might be interested in
  - Research employers websites, learn their mission, and their work philosophy, see if it matches your own

Step 2: Do the Research
- Create a career folder.
  - Create preliminary résumé
  - Include articles, clippings, notes, suggestions from others and most importantly your goals.
- Research different careers within different majors.
- Meet with someone in the Career Development Office to learn about the opportunities and services offered.
- Attend Career Development workshops and programs [http://www.xavier.edu/career/calendar/3094](http://www.xavier.edu/career/calendar/3094)
- Get involved and get connected.
  - Seek membership in clubs or organizations (on or off campus) related to your interests, skills, and values.
    - Ex: If you are interested in government consider joining SGA
  - Consider an on campus part time job
  - Gain transferable leadership experience and skills through volunteer/service opportunities and summer jobs/programs

Step 3: Decision Making
- Connect with a mentor (Contact the Career Development Office.)
- Meet with a career coach for an eRecruiting tutorial (XU’s web based on-campus recruiting program and online job board).
- Continue career exploration.
- Continue career development through workshops and programs to increase awareness and preparedness.
- Update and refine résumé.
- Take on leadership roles within at least one of the clubs or organizations you are involved in.
- Begin to identify experiential learning opportunities.
  - Make an appointment with an internship/co-op advisor (Career Development Office or academic department).
  - Consider studying abroad and/or alternative break programs
Step 4: Network and Connect

- Attend on and off campus career fairs.
- Have résumé, cover letter and portfolio proofed by mentor and/or career coach.
  - Continue to update resume
- Participate in mock interview.
- Obtain meaningful experiences through internships, co-ops, summer jobs, part-time jobs, and volunteer work to prepare you for life after college.
  - Any experience can be valuable; however, experience related to your major is a better indicator of early success.
- Join professional organizations and associations within your area of study.
- Start preparing for a job search.
  - Have discussions with alumni, faculty, professionals, mentor and career coach
- Self-assess.
  - What areas do you still need to gain experience or knowledge in to be successful in your field?

Reminder:

✓ Keep a log of information about all contacts you make and the information that they provide you.
✓ Your network becomes your advertising agent. Therefore the more people you contact, the greater your chances of conducting a successful job search.

Step 5: Connect with Full Time Job Opportunities

- Research potential employers.
- Attend career related workshops and employer presentations.
- Participate in mock interviews.
- Organize job search strategies for obtaining full-time employment via internet or personal networking.
  - Target desired industries and determine geographical preferences
  - Complete resume/cover letter consistent with chosen industry
  - Research the company in chosen industry you are applying to
  - Identify companies through web based job boards, career coaches, mentor and faculty
  - Pursue interviews with employers who are not scheduled to come on campus
- Participate in on-campus interviews.
- Research information for life as a Xavier graduate.