CAREER DEVELOPMENT CHECKLIST
FRESHMAN/SOPHOMORE YEARS

FRESHMAN YEAR

☐ Begin identifying your values, interests, and skills
   • Discussions with supervisors, faculty, academic advisors, and/or career coach
   • Career Assessments (available through the Career Development Office)
   • FOCUS 2 online assessment

☐ Explore various academic disciplines as areas of study
   • Discussions with academic advisors and faculty
   • 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
   • Make an appointment with a career coach
   • Utilize online career resources such as O*NET (online occupational information)
   • Career Resource Library (CLC 530), McDonald Library, or any public library career books

☐ Develop your leadership and interpersonal skills by participating in clubs and organizations.
   • Seek membership in on or off campus activities connected to your interests, skills, and values

☐ Cultivate transferable skills through part time, volunteer/service opportunities, and summer jobs/programs

☐ Participate in career development programs and services
   • Resume & Cover Letter Writing
   • Interviewing Techniques and Mock Interviews
   • Industry/Career Specific Workshops and Panels
   • Career Fair Preparation

☐ Create a preliminary resume

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
   • Online career resources
• Career Resource Library (CLC 530), McDonald Library, or any public library
• [Schedule an appointment](#) with a career coach

☐ Meet with a career coach for a Hire A Muskie tutorial (XU’s web based on-campus recruiting program and online job board)

☐ Update, refine, and upload resume to Hire A Muskie

☐ Compose a cover letter which compliments your resume

☐ Attend on and off campus career events that expose you to organizations of interest
  • Fall Career Fair
  • Spring Career Fair
  • Diversity Reception
  • Post Graduate Volunteer Fair
  • Employer presentations, information sessions, and panels
  • Academic department events

☐ Continue to attend career development workshops/programs to increase awareness and preparedness
  • Resume & Cover Letter Writing
  • Interviewing Techniques and Mock Interviews
  • Industry/Career Specific Workshops and Panels
  • Career Fair Preparation

☐ Begin to identify experiential learning opportunities
  • Make an appointment with a career coach or faculty member
  • Search Hire A Muskie database or other web based internship boards
  • Participate in the [Xavier University Mentor Program](#)
  • Gather information about study abroad and/or alternative break programs

☐ Run or volunteer for a leadership position in your club or organization