



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