



5 STEPS TO CAREER SUCCESS

STEP 1: SELF-ASSESSMENT

- Identify your accomplishments, values, goals, interests, strengths and weaknesses.
- Research jobs within specific majors
- 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

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>
- 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 a 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 information about [Hire-A-Muskie](#) (XU's web based on-campus recruiting program and online job board).
- 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 career coach about internships (Career Development Office)
 - Consider studying abroad and/or alternative break programs

STEP 4: NETWORK AND CONNECTION

- Attend on and off campus career fairs.
- Have résumé, cover letter and portfolio proofed by mentor and/or career coach.
- Participate in mock interviews.
- Obtain meaningful experiences through internships, co-ops, summer jobs, part-time jobs, and volunteer work to prepare you for life after college.
- 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
- Participate in on-campus interviews.
- Research information for life as a Xavier graduate.