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)

☐ 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 the Occupational Outlook Handbook
    (http://www.bls.gov/oco/home.htm)
  • 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 (745-3141)
Meet with a career coach for an eRecruiting tutorial (XU’s web based on-campus recruiting program and online job board)

Update, refine, and upload resume to eRecruiting

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 eRecruiting database or other web based internship boards
• Participate in the Xavier University Mentoring Program
• Gather information about study abroad and/or alternative break programs

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