CAREER DEVELOPMENT CHECKLIST: JUNIOR/SENIOR YEARS

JUNIOR YEAR

☐ Join the Mentor Program

☐ Continue to update resume, cover letters, and portfolio

☐ Continue to update and monitor all social media outlets (Facebook, LinkedIn, Twitter, Pinterest)

☐ Utilize Hire A Muskie to identify internships and part-time opportunities

☐ Narrow industry focus based on internet research, informational interviews, and library resources

☐ Explore graduate/professional school plans and options with faculty, career advisors, and online/library resources
  - Law School Admissions Council Website (www.LSAC.org)
  - MBA Programs website (www.MBAPrograms.org)
  - GRE information (www.ets.org/gre)
  - Association of American Medical Schools (www.aamc.org)

☐ Identify internships/experiential opportunities with organizations that do not recruit on campus

☐ Attend on and off campus career fairs and network with various organizations in your area of interest

☐ Explore additional areas to identify skills, interests, and values
  - Join professional organizations affiliated with career interest – many professional organizations have local chapters and student membership rates

SENIOR YEAR

☐ Organize job search strategies for obtaining full-time employment via Hire A Muskie, internet and personal networking
  - Target desired industries and determine geographical preferences
  - Complete resume/cover letter consistent with industry preferences
  - Research and gather information on companies in chosen industries
  - Identify companies through web based job boards, career coaches, and faculty
  - Schedule phone or in-person interviews with industry employers who are not scheduled to come on campus
Organize graduate/professional school applications to meet established deadlines

Participate in a mock interview

Continue to attend various career-related workshops and employer presentations

Evaluate employment offers, graduate/professional school study, and/or volunteer service opportunities based on personal interests, values, and career goals

Consider and research post graduate internships to gain further experience in given field and to enhance resume

Attend workshops and meet with career coaches to prepare for life after Xavier University
  • Have discussions with alumni, faculty, professionals, and career coach
  • Visit Xavier’s National Alumni Association website for events and chapters
  • Connect with Xavier University Alumni LinkedIn group