



CAREER DEVELOPMENT OBJECTIVES

OBJECTIVE I – EXPLORE INTEREST, VALUES & SKILLS

- Discuss various academic disciplines with faculty, academic advisors, and/or career advisors
- Take the FOCUS II, MBTI Personality Assessment or Strong Interest Inventory
- 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
 - Online Career Resources such as O*Net (<https://www.onetonline.org/>) and Occupational Outlook Handout (<http://www.bls.gov/oco/home.htm>)
 - Explore [What Can I Do With a Major In...series](#)
- Participate in workshops that allow you to explore your career interests

OBJECTIVE II – DEVELOP SKILLS

- Get your career documents together
 - Create, update and refine your resume
 - Begin a career development portfolio
 - Compose a cover letter which compliments your resume
- Develop professional image and etiquette skills
- Develop networking skills and conduct informational interviews to learn about various industries and careers
 - Join the Xavier University Mentor Program
- Learn how to develop your leadership and interpersonal skills by participating in activities sponsored by clubs or organization.
 - Seek membership in clubs or organizations (on or off campus) related to your interests, skills, and values
- Look at opportunities posted on Hire-A-Muskie (Xavier’s online job /internship board)
- Participate in workshops that allow you to explore various organizations and industries to learn about employers
- Peruse online resources and publications in the Career Resource Library, McDonald Library, or any public library to gain an understanding of the educational level needed for various careers
- Schedule a mock interview in preparation for internship, practicum or research opportunity interviews or participate in mock interview program/workshops
- Review the Job & Internship Search Guide

OBJECTIVE III – GET PROFESSIONAL EXPERIENCE

- Cultivate transferable skills through part time, internships, volunteer/service opportunities, research and summer jobs/programs

- Attend on and off campus career fairs and network with various organizations in your area of interest
- Participate in a Summer Service Internship through Faith & Justice
- Search Hire-A-Muskie for internships, part time and summer opportunities
- Attend organization presentations/showcases/panels
- Gather information about study abroad and/or alternative break programs
- Identify internships/experiential opportunities with organizations that do not recruit on campus
- Meet with your department's internship/practicum coordinator
- Shadow individuals from various fields to gain "first hand" knowledge about careers of interest
 - Join the Xavier University Mentor Program
- Join professional organizations affiliated with career interest
- Attend in career development/career-related workshops/programs to increase awareness and preparedness/organization information sessions
- Assume a leadership position in clubs or organizations (on or off campus)

OBJECTIVE IV – SECURE EMPLOYMENT OR ATTEND GRADUATE SCHOOL

- Attend on and off campus career fairs and network with various organizations in your area of interest
- Participate in on-campus interviews
- Organize job search strategies for obtaining full-time employment or post graduate service opportunities via internet and personal networking
 - Target desired industries and determine geographical preferences (s)
 - Complete resume/cover letter consistent with industry preferences
 - Research and gather information on companies in chosen industries
 - Identify organization through web based job boards, career advisors, mentor and faculty
 - Pursue interviews with organizations who are not scheduled to come on campus
- Explore graduate/professional school plans and options with faculty, career advisors, and peruse online/library resources
 - Law School Admissions Council Website (lsac.org)
 - MBA Programs website (mbaprograms.org)
 - Graduate School Directories such as GraduateGuide.com and GradSchools.com
 - GRE information (www.ets.org/gre)
- Schedule campus visits/appointments with graduate/professional schools
- Organize graduate/professional school applications to meet established deadlines
- Continue to attend various graduate school/career-related workshops and organization presentations
- Join professional organizations affiliated with career interest
- Use online networking sites to facilitate your job search
 - LinkedIn
- Evaluate full time offers, graduate/professional school study, and/or full time volunteer services opportunities
- Attend workshops and research information to prepare for life after Xavier University
 - Have discussions with alumni, faculty, professionals, mentors and career advisors
 - Visit Xavier's National Alumni Association website for events and chapters

Source: Adapted from the Ball State University Career Management Action Plan (MAP)