THE BUSINESS PROFESSION

PASSPORT

XAVIER UNIVERSITY WILLIAMS COLLEGE OF BUSINESS
HAVE YOUR PASSPORT STAMPED EACH TIME YOU ATTEND A BUSINESS PROFESSION EVENT.

Log into Canvas online at canvas.xavier.edu for assignments and event dates.
### CAREER PREPARATION TIMELINE

#### FIRST-YEAR
- Establish a strong GPA.
- Explore majors and minors.
- Join clubs and activities.
- Get to know your academic advisor and professors.
- Take an online career self-assessment.
- Meet with Executive-in-Residence.
- Draft your first résumé.
- Attend résumé-writing workshop.
- Think about employment opportunities or volunteer experiences.

#### SOPHOMORE YEAR
- Maintain a strong GPA.
- Attend networking workshop.
- Explore careers and industries of interest.
- Get an executive mentor.
- Attend Finding an Internship Workshop.
- Plan for summer internship or work experience.
- Sign up for Xavier’s online job board.
- Plan to study or work abroad.
- Finalize your choice of major.
- Assume leadership role in clubs and organizations.
- Update your résumé and cover letter.
- Attend online Job Search Workshop.
- Create an online presence (LinkedIn, etc.).
- Work on your interviewing skills.
- Start networking.
## CAREER PREPARATION TIMELINE

### JUNIOR YEAR

- □ Maintain a strong GPA.
- □ Strengthen your degree with a minor or selected courses.
- □ Update your résumé and online presence.
- □ Have your résumé critiqued.
- □ Attend Job Searching Strategies Workshop.
- □ Create your target list of companies and jobs.
- □ Look deeper into careers/firms through online resources and informational interviews.
- □ Attend fall/spring career fair to explore internships and career opportunities.
- □ Research graduate school admissions (if applicable).
- □ Attend Advanced Interviewing Techniques workshop.
- □ Participate in mock interviews to improve skills.
- □ Take advantage of networking events on campus.
- □ Interview on campus.
- □ Consider study or work abroad (in spring or summer).
- □ Do an internship (fall, spring or summer).
- □ Meet with a career coach about job search/career plan.
- □ Learn about upcoming career fairs in your area.

### SENIOR YEAR

- □ Learn about financial planning and transitioning to work.
- □ Post your résumé in Xavier’s online recruiting system.
- □ Update your career marketing materials.
- □ Refine your online brand.
- □ Brush up on interviewing skills.
- □ Build your professional development and major skills.
- □ Attend career fair.
- □ Follow up with applications, employers and contacts.
- □ Interview, interview, interview.
- □ Attend Career Transition workshop “First 90 Days.”
- □ Take advantage of on-campus interviews.
- □ Participate in international study tours (spring break).
- □ Join professional networks and associations.
- □ Attend Evaluating a Job Offer Workshop.
- □ Utilize GoingGlobal for international job search.
- □ Maintain and strengthen your professional network.
- □ Seek job search help with a career coach.
- □ Let us know when you’ve accepted a position (senior survey).
- □ Submit application for graduate or professional schools (if applicable).
## REQUIRED EVENTS

<table>
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<tr>
<th><strong>BUAD 101/102 FIRST-YEAR</strong></th>
<th><strong>BUAD 201/202 SOPHOMORE</strong></th>
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<tbody>
<tr>
<td><strong>EXPLORE AND BE INSPIRED</strong></td>
<td><strong>DEVELOP SKILLS AND FOCUS</strong></td>
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| *FIRST-YEAR SPEAKER*  
  PATRICK COMBS  
  (FALL) | *NETWORKING/MENTOR PROGRAM*  
  (FALL) |
| *BPP NUTS & BOLTS*  
  (FALL) | |
| COMMUNICATION ETIQUETTE  
  (FALL) | LINKEDIN  
  (FALL) |
| BUSINESS EXECUTIVES  
  MEET AND GREET  
  (FALL OR SPRING) | *FINDING AN INTERNSHIP*  
  (SPRING) |
| *MAXIMIZE YOUR WCB EXPERIENCE*  
  (SPRING) | EFFECTIVE INTERVIEWING  
  (SPRING) |
| PERSONAL & CAREER DEVELOPMENT 1 & 2  
  (SEE GOA)  
  (SPRING) | OPTIONAL EVENT OR ATTEND MAJORS / MINORS FAIR |
| RÉSUMÉ WRITING  
  (SPRING) | OPTIONAL EVENT OR ATTEND MEET THE FIRMS |

**REQUIRED EVENTS MUST BE COMPLETED TO RECEIVE A GRADE.**

* Indicates a fall/spring orientation session, also listed on your class schedule as your **BUAD** course.
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<th>BUAD 401/402 SENIOR</th>
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<td><strong>GAIN EXPERIENCE</strong></td>
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<tr>
<td>★JOB SEARCHING (FALL)</td>
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<td>★EVALUATING A JOB OFFER (FALL)</td>
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<tr>
<td>XAVIER CAREER FAIR (FALL/SPRING)</td>
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<td>FINANCIAL PLANNING (FALL)</td>
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<tr>
<td>★TIPS FOR EFFECTIVE</td>
<td></td>
<td>★THE FIRST 90 DAYS (SPRING)</td>
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ABOUT THE ACTIVITIES
OF THE BUSINESS PROFESSION PROGRAM

FIRST-YEAR KICK-OFF SPEAKER: PATRICK COMBS
Freshman year is a time for finding inspiration. This kick-off event to the Business Profession Program helps you do just that. Enjoy an energizing presentation that gets you thinking about how you can make the most of your time at Xavier University to prepare for your future.

COMMUNICATION ETIQUETTE
The ability to communicate professionally is at the top of the list for what employers are seeking (and what they often share students are lacking). This workshop equips you with tips on how to effectively communicate through various channels such as email, telephone, social media and in-person conversations. A skill not to be overlooked, it is vital for you to be aware of the critical role communication has in business and to practice key styles and techniques so that you make a powerful and professional impression on those around you.

BUSINESS EXECUTIVES MEET AND GREET
Kick-start your future by meeting and talking with an experienced business professional about your academic and career goals. This is a great time to get insight on next steps to prepare for your future and begin building your own professional network. Make the most of this mentoring discussion by preparing a list of questions and leaving with some powerful next steps for your own career action plan.

MAXIMIZE YOUR WCB EXPERIENCE
Xavier University and the Williams College of Business offer many opportunities for students to get connected, build experience and grow as an individual. While exciting, college can challenge the best of us when it comes to time management and making wise decisions. Our panel of students share their personal stories and provide tips on how you can maximize your time for classes, work and personal life while setting a strong foundation for your future.

CAREER EXPLORATION
There are many resources available to assist you in exploring careers and majors that align with your interests, skills, values and personality. This session offers ways to explore your options, helping you solidify your academic and career goals, and plan co-curricular activities that support these goals.

RÉSUMÉ WRITING
Learn how to write a professional business résumé. You learn the most effective ways to create a strong résumé that captures the recruiter’s attention and sets you apart from the competition. Tips are also provided for writing an impactful cover letter that can help you make a positive first impression. These tools help you secure that first interview.
NETWORKING EFFECTIVELY/XAVIER MENTOR
It may be cliché, but it’s true: sometimes it really is about WHO you know. This session provides insight on why you want to start building a network, as well as show you the tools and skills you need to become a savvy networker. You learn who needs to be in your network, how to find them, how to effectively benefit from the relationship and how to keep them. Learn about the Xavier Mentor Program to help develop a network that is key to your success after college.

LINKEDIN
Building and communicating your own personal brand is vital to effective networking and in differentiating yourself from competition in the job search. It is important for you to gain clarity on the value you offer to others and how to market that value as you build your professional reputation and grow your career. These interactive workshops provide an overview of LinkedIn and focus on the development of your own brand.

FINDING AN INTERNSHIP
Internships are often the foundation for building your skill set and increasing your marketability for future career opportunities. This workshop will provide tips on how to use available online resources, networking and other job search strategies to land an internship that is right for you. You will also learn more about how you can earn academic credit through this experience.

EFFECTIVE INTERVIEWING
Learn how to hit a home run with your interview. This session discusses three phases of the interview process—how to prepare for the interview, how to anticipate and respond to behavior-based interview questions and the appropriate follow-up techniques to use after the interview. This session also addresses employers’ expectations of professional conduct in the interview process including appropriate dress and non-verbal communication.

OPTIONAL EVENTS
A number of workshops and events are hosted by the WCB and Xavier University throughout the year—and many are approved for Business Profession Program credit. These sessions are a great opportunity for you to personalize your Business Professions experience based on your own academic and career interests. Enhance your professional presence, increase your network and expand your horizons with these additional events (Those sessions approved for program optional credit are advertised through the undergraduate office).

JOB SEARCHING
Get yourself energized for the internship and job search ahead. Discover the power of networking and learn effective job search strategies that keep you ahead of the competition. Simply applying to online jobs is rarely enough to find a career opportunity these days. Find out how to uncover openings before they are advertised—those hidden jobs. You will walk away with a renewed energy and tips you can apply to your job search immediately.
TIPS FOR EFFECTIVE INFORMATIONAL INTERVIEWING
Informational interviews offer a way to explore a career field in less than an hour. It is a powerful way to complement and further your job search, allowing you to gain information, expand your contacts and develop valuable relationships. Many individuals are reluctant to engage in this process simply because they don’t understand the goals, don’t know what questions to ask, and fear they will be turned down. This workshop will examine the informational interview process and provide you with actionable takeaways and how to yield positive outcomes throughout this process.

EVALUATING A JOB OFFER
Now that you have the job offer, how do you make an informed decision on accepting or declining? This session gives you the tools necessary to evaluate each offer with confidence and provides an overview of what to consider when evaluating an offer, beyond just the salary. Discussion also takes place on the basics of negotiating, how to professionally accept or decline an offer, and how to handle and compare multiple offers.

FINANCIAL PLANNING
Step into your future with financial confidence. For many, graduation can mean entering an era of financial independence—which can bring about a number of questions and concerns about how to manage this responsibility successfully. This session addresses budgeting basics when it comes to your short-term, mid-term and long-term goals and makes you aware of the do’s and don’ts when it comes to fiscal stability. Learn the basics of investments such as 401(k)s, IRAs and the effective management of student loans.

THE FIRST 90 DAYS
This session focuses on how you can prepare for the future. Often, your potential for long-term success is affected by how you kick off a career in a new organization. Our speaker provides insight on how you can establish a positive reputation with new colleagues, build expertise and position yourself effectively for potential projects and possible promotions—even as the “new kid on the block.”

FALL AND/OR SPRING CAREER FAIR
Each Career Fair brings an array of organizations to campus to talk with students about internship and job opportunities. These are a great way to connect with employers of interest and make a positive first impression with recruiters. Make the most of these events with the job searching strategies and career fair prep workshops, where you get tips on preparing for and standing out at a career fair. As an extra tip, you can also order your own Xavier business cards through the WCB undergraduate office.

THE JESUIT IDENTITY
Xavier’s Jesuit identity is reflected through the Business Profession Program, which enables students to take their Jesuit ideals into the real world. Programs such as the Xavier Mentor Program, Executive-in-Residence interviews and Business Ethics events are tangible reflections of the Jesuit ideal of *cura personalis* (care for the entire person).
ELECTRONIC RESOURCES

Research companies, develop your résumé, search for jobs and lots more at:

- Career Development Office website: www.xavier.edu/career/
- Williams College of Business, Business Profession Program: www.xavier.edu/williams/undergraduate/business-profession/
- Career information by major: www.xavier.edu/career/students/Career-Specific-Links-by-Major.cfm
- Finding an internship: www.xavier.edu/career/students/Internships.cfm
- On-campus employment: www.xavier.edu/career/students/On-Campus-Employment.cfm
- Xavier Mentor Program: www.xavier.edu/career/mentor/index.cfm
- Career fairs: www.xavier.edu/career/students/Career-Fairs1.cfm
- Career resources: www.xavier.edu/career/students/Other-Resources.cfm

OCCUPATIONAL INFORMATION:

- What can I do with a major in… www.xavier.edu/career/students/What-Can-I-Do-With-This-Major.cfm
- O*NET (Occupational Information Network): www.onetonline.org/find/
- Salary calculator: www.jobsearchintelligence.com/NACE/salary-calculator-intro/