5 Steps to Career Success

Step 1- Self Assessment
- Identify your accomplishments, values, goals, interests, strengths and weaknesses.
- Research jobs within specific majors, and determine if those would be something you would enjoy doing.
- Explore possible majors by having discussions with faculty, academic advisors and/or career advisors. (Career Services Center or WCB)
  - Consider enrolling in the Career and Life Planning Course (UNST 150)
  - Take the Focus II Career Assessment (available through the CSC office in Gallagher 310)
- 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, see if it matches your own

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 Services Center to learn about the opportunities and services offered.
- Attend Career Services workshops and programs (http://www.xavier.edu/careerforcalendarofevents)
  - Ex: Résumé & Cover Letter Writing or a Interview Techniques workshop
- Get involved & 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 an on campus 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 Services Center or WCB Undergraduate Programs Office).
- Meet with a career advisor for an eRecruiting tutorial (XU’s web based on-campus recruiting
program and online job board).

- Continue career exploration.
- Continue career development through workshops and programs to increase awareness and preparedness.
- 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 an internship/co-op advisor (Career Services Center, WCB or academic department).
  - Consider studying abroad and/or alternative break programs

**Step 4 – Network and Connect**

- Attend on and off campus career fairs.
- Have résumé, cover letter and portfolio proofed by mentor and/or career advisor.
  - Continue to update resume
- Participate in mock interview.
- Obtain meaningful experiences through internships, co-ops, summer jobs, part-time jobs, and volunteer work to prepare you for life after college.
  - Any experience can be valuable; however, experience related to your major is a better indicator of early success.
- Join professional organizations and associations within your area of study.
  - Start preparing for a job search.
    - Enroll in Job Search & Professional Prep Course (UNST 250)
    - Have discussions with alumni, faculty, professionals, mentor and career advisors
  - Re 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 a full-time employment via internet or personal networking.
  - Target desired industries and determine geographical preferences
  - Complete resume/cover letter consistent with chosen industry
    - Contact Career Services Center to have résumé/cover letter proofread
  - Research the company in chosen industry you are applying to
  - Identify companies through web based job boards, career advisors, mentor and faculty
  - Pursue interviews with employers who are not scheduled to come on campus
- Participate in on-campus interviews.
- Research information for life as a Xavier graduate.