



CAREER DEVELOPMENT CHECKLIST

JUNIOR/SENIOR YEARS

JUNIOR YEAR

- Continue to update resume, cover letters, and portfolio
- Continue to update and *monitor* all social media outlets (Facebook, LinkedIn, Twitter, Pinterest)
- 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)
 - Graduate School Directories (www.GraduateGuide.com and www.GradSchools.com)
 - 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 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