



XAVIER UNIVERSITY

CAREER DEVELOPMENT OFFICE

CAREER DEVELOPMENT CHECKLIST

FRESHMAN/SOPHOMORE YEARS

FRESHMAN YEAR

- Begin identifying your values, interests, and skills
 - Discussions with supervisors, faculty, academic advisors, and/or career coach
 - Career Assessments (available through the Career Development Office)
- Explore various academic disciplines as areas of study
 - Discussions with academic advisors and faculty
 - 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
 - Make an appointment with a career coach
 - Utilize online career resources such as the Occupational Outlook Handbook (<http://www.bls.gov/oco/home.htm>)
 - Career Resource Library (CLC 530), McDonald Library, or any public library career books
- Develop your leadership and interpersonal skills by participating in clubs and organizations.
 - Seek membership in on or off campus activities connected to your interests, skills, and values
- Cultivate transferable skills through part time, volunteer/service opportunities, and summer jobs/programs
- Participate in career development programs and services
 - Resume & Cover Letter Writing
 - Interviewing Techniques and Mock Interviews
 - Industry/Career Specific Workshops and Panels
 - Career Fair Preparation
- Create a preliminary resume

SOPHOMORE YEAR

- Continue career exploration related to your area of study/finalize major decision
 - Informational interviews with upperclassmen, professionals in the field, and professors
 - Job shadowing with professionals in field of interest
 - Online career resources
 - Career Resource Library (CLC 530), McDonald Library, or any public library
 - Schedule an appointment with a career coach (745-3141)

- Meet with a career coach for an eRecruiting tutorial (XU's web based on-campus recruiting program and online job board)
- Update, refine, and upload resume to eRecruiting
- Compose a cover letter which compliments your resume
- Attend on and off campus career events that expose you to organizations of interest
 - Fall Career Fair
 - Spring Career Fair
 - Diversity Reception
 - Post Graduate Volunteer Fair
 - Employer presentations, information sessions, and panels
 - Academic department events
- Continue to attend career development workshops/programs to increase awareness and preparedness
 - Resume & Cover Letter Writing
 - Interviewing Techniques and Mock Interviews
 - Industry/Career Specific Workshops and Panels
 - Career Fair Preparation
- Begin to identify experiential learning opportunities
 - Make an appointment with a career coach or faculty member
 - Search eRecruiting database or other web based internship boards
 - Participate in the Xavier University Mentoring Program
 - Gather information about study abroad and/or alternative break programs
- Run or volunteer for a leadership position in your club or organization