Have your passport STAMPED each time you attend a Business Profession event.

Log in to Canvas online at canvas.xavier.edu for grades, assignments and event dates.
# Career Preparation Timeline

<table>
<thead>
<tr>
<th><strong>First Year</strong></th>
<th><strong>Sophomore Year</strong></th>
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</thead>
<tbody>
<tr>
<td>Establish a strong GPA.</td>
<td>Maintain a strong GPA.</td>
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<tr>
<td>Explore majors and minors.</td>
<td>Attend networking workshop.</td>
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<tr>
<td>Join clubs and activities.</td>
<td>Explore careers and industries of interest.</td>
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<tr>
<td>Get to know your academic advisor and professors.</td>
<td>Get an executive mentor.</td>
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<tr>
<td>Take an online career self-assessment.</td>
<td>Attend Finding an Internship Workshop.</td>
</tr>
<tr>
<td>Meet with business executive.</td>
<td>Plan for summer internship or work experience.</td>
</tr>
<tr>
<td>Draft your first résumé.</td>
<td>Sign up for Xavier’s online job board.</td>
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<tr>
<td>Attend résumé-writing workshop.</td>
<td>Plan to study or work abroad.</td>
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<tr>
<td>Think about employment opportunities or volunteer experiences.</td>
<td>Finalize your choice of major.</td>
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<tr>
<td></td>
<td>Assume leadership role in clubs and organizations.</td>
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<tr>
<td></td>
<td>Update your résumé and cover letter.</td>
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<td></td>
<td>Create an online presence (LinkedIn, etc.).</td>
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<tr>
<td></td>
<td>Work on your interviewing skills.</td>
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<td></td>
<td>Start networking.</td>
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</tbody>
</table>
# 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).
- Participate in mock interviews to improve skills.
- Take advantage of networking events on campus.
- Interview on campus.
- Consider study or work abroad opportunities (in spring/summer).
- Do an internship (fall, spring or summer).
- Attend Evaluating a Job Offer Workshop
- Meet with a career coach about job search/career plan.
- Learn about upcoming career fairs in your area.

## SENIOR YEAR
- Finish with a strong GPA.
- 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.
- Join professional networks and associations.
- 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>
<thead>
<tr>
<th>BUAD 101/102 FIRST-YEAR</th>
<th>BUAD 201/202 SOPHOMORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPLORE AND BE INSPIRED</strong></td>
<td><strong>DEVELOP SKILLS AND FOCUS</strong></td>
</tr>
<tr>
<td>*FIRST-YEAR SPEAKER PATRICK COMBS (FALL)</td>
<td>*POWER OF NETWORKING (FALL)</td>
</tr>
<tr>
<td>*BPP NUTS &amp; BOLTS (FALL)</td>
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</tr>
<tr>
<td>RÉSUMÉ WRITING (FALL)</td>
<td>CONNECTIONS OVER COFFEE (FALL)</td>
</tr>
<tr>
<td>BUSINESS EXECUTIVES MEET AND GREET (FALL OR SPRING)</td>
<td>FINDING AN INTERNSHIP (FALL/SPRING)</td>
</tr>
<tr>
<td>*BUILDING YOUR PROFESSIONAL IMAGE (SPRING)</td>
<td>*EFFECTIVE INTERVIEWING (SPRING)</td>
</tr>
<tr>
<td>MAXIMIZE YOUR WCB EXPERIENCE (SPRING)</td>
<td>BPP ELECTIVE</td>
</tr>
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<td>BPP ELECTIVE</td>
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</tbody>
</table>

**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.
# REQUIRED EVENTS

<table>
<thead>
<tr>
<th></th>
<th>BUAD 301/302 JUNIOR</th>
<th>BUAD 401/402 SENIOR</th>
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</thead>
<tbody>
<tr>
<td><strong>GAIN EXPERIENCE</strong></td>
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<tr>
<td>*JOB SEARCHING (FALL)</td>
<td></td>
<td>*FINANCIAL PLANNING (FALL)</td>
</tr>
<tr>
<td>XAVIER CAREER FAIR (FALL/SPRING)</td>
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<td>*THE FIRST 90 DAYS (SPRING)</td>
</tr>
<tr>
<td>*EVALUATING A JOB OFFER (SPRING)</td>
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<td>BPP ELECTIVE</td>
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<tr>
<td>BPP ELECTIVE</td>
<td></td>
<td>ONLINE SENIOR EMPLOYMENT SURVEY (SPRING)</td>
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<td>BPP ELECTIVE</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.

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.

BUSINESS EXECUTIVE 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.

BUILDING YOUR PROFESSIONAL IMAGE
It’s never too early to start thinking about your professional image,
which will follow you for your entire career. In this workshop, we’ll
cover effective professional communication, managing your social
media accounts and how to connect with professionals in your field
of interest.
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.

POWER OF NETWORKING
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.

CONNECTIONS OVER COFFEE
Have you ever talked to a professional about the work they do and how they got there? If so, you’re ahead of the game—you’ve done what’s called an “informational interview.” Informational interviews offer a way to explore a career field or a company 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.

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.

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.

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.

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.”

BPP ELECTIVES
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 elective credit are advertised through the undergraduate office).

RESOURCES
Find additional resources visit: xavier.edu/businessprofession