

My Career Plan

It's Never too soon to begin planning your career



	Now	Fall Semester (year 2)	Winter Break	Spring Semester (year 2)
Activities	List of activities Identify Careers of interest-see page 9-11 of Career Road Map	List of activities Create list of job search terms/click for video	List of activities Share goals and timeline with relevant contacts	List of activities Finalize application documents Use Big Interview for interview practice/click to go to Big Interview
	Research hiring cycles/process Conduct a gap analysis see page 12 of Career Road Map	Develop LinkedIn profile Follow organizations of interest on social media	Reach out to recruiters Explore hidden job market-click for article	Schedule a mock interview with the CDO
	Research organizations of interest/click for video	Create elevator pitch/click for video	Attend professional association events	Prepare to negotiate/click for video
	Develop search timeline-see page 16 of Career Road Map	Build your contacts list to fill gaps Explore volunteer opportunities to develop skills	Job shadow one of your contacts	
	Identify gaps in your network	Write accomplishment statements for resume	Reach out to CGU alumni	
	Join relevant professional associations		Revise application documents	

	Reflected	Refined	Connected	Employed
Outcomes	List of Outcomes	List of Outcomes	List of Outcomes	List of Outcomes
	Completed job search timeline	Strong LinkedIn profile	Target list of companies to approach for "hidden" opportunities	Application documents tailored to positions
	List of skills to develop	Completed elevator pitch(s)	Prospect approach for "hidden" opportunities	Completed mock interview at CDO
	Short list of job titles and organizations	Work towards filling skills gaps	Attended Career and Internship Networking Fair	Clear strategy for following up after interviews
	Draft of Branding statement	Completed Branding Statement and accomplishment statements	Attended fairs/ employer events at other 7C schools	Continued communication with network
	Met with CDO to strategize search process	Met with CDO for review of LinkedIn profile, elevator pitch, branding statement	Met with CDO to optimize search strategies	Met with CDO to discuss negotiating