On every journey you take, you are met with options. At every fork in the road, you make a choice. These are the decisions that shape your life.”

—Mike DeWine
Transition:
- Network in chosen field
- Target career choice
- Develop professional skills
- Get a job!

Experience:
- Create a job search strategies plan
- Start researching graduate and professional schools
- Gain experience in career field

Awareness:
- Take responsibility for life and career decisions
- Explore possible academic major/career choices
- Gather information from professionals in relevant fields

Exploration:
- Identify personal values and responsibilities
- Explore career options related to your major
- Develop work related behaviors: Punctuality, reliability, etc.
Career Related Recommendations

☐ Explore courses in areas of interest by reviewing your undergraduate catalog for course descriptions and requirements of majors.

☐ Network with faculty members in department(s) of interest, family members and friends about potential majors and career fields.

☐ Perform informational interviews and develop a method to track contacts.

☐ Consider taking an “Exploring College Majors and Careers” course (AE1410 or AE1420), if you are unsure of your career direction.

☐ Identify and explore your interests, abilities and work values through career assessments or activities.

☐ Schedule an appointment with a Career Counselor in Career Services to discuss choosing a major and identifying career options.

☐ Research career fields utilizing the Career Services Library (Union 302) and online at www.ucmo.edu/career.

☐ Secure volunteer opportunities, part-time and/or summer employment in support of your career goals.
Additional Recommendations

☐ Meet with your academic advisor to develop a four-year academic plan.

☐ Dedicate yourself to doing well academically – classroom success translates to career success. Use campus resources; don’t be afraid to ask for help!

☐ Explore the Office of Campus Activities website to identify student organizations and opportunities for involvement.

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Action Plan

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Continue exploration of self, majors and career options using CareerWay, My Plan and other resources at www.ucmo.edu/career.

Schedule an appointment with a Career Counselor to identify other resources for exploration.

Consider job shadowing or an informational interview through Career Services to assist you with your career decision-making.

Explore career options, potential employers and affiliated organizations using the “What Can I Do With A Major In” link at www.ucmo.edu/career.

Schedule an appointment with a Career Counselor to discuss majors and to declare a major you love.

 Attend career events, workshops and panels offered by Career Services.

Begin to develop your resumé. Have it reviewed by Career Services.

Continue gaining and refining valuable, on-the-job experience through part-time jobs, student organizations and volunteer opportunities.

Register with Career Services to gain full access to the Central Career Network (CCN).

Schedule an appointment with a Career Development Coordinator to discuss opportunities and develop a strategy.

Research job and internship opportunities to identify necessary qualifications for employment.
Additional Recommendations

☐ Schedule an appointment with your academic advisor to discuss major requirements and to refine your four-year academic plan.

☐ Consider studying abroad. Research programs through the International Programs Office.

☐ Join student and professional organizations in the field you are pursuing and begin building relationships with professors, advisors, supervisors, etc.

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Meet with your Career Development Coordinator to refine your strategy for gaining experience.

Define the work environment that will best support your success.

Check out www.ucmo.edu/career to link to online job search resources.

Update your resumé and profile on the CCN.

Identify potential employers that might hire someone with your skills, interests and background.

Research employers who conduct on-campus interviews through Career Services.

Start developing a cover letter. Assistance, including samples, can be found in the Career Services Library (Union 302) and at www.ucmo.edu/career.

Schedule an appointment for a practice interview to learn the skills necessary for successful interviewing.

Secure an internship, part-time job or volunteer opportunity in your field of study or related industry.

Begin the development of a reference sheet.

Attend career events, workshops and panels offered by Career Services.

Start building your professional wardrobe.
Additional Recommendations

☐ Schedule an appointment with your internship coordinator, if your major requires an internship for credit.

☐ Take a leadership role within a campus group to further develop valuable leadership, organizational and communication skills.

☐ Gain an international experience. Study abroad or identify international internship opportunities.

☐ Considering graduate school? Begin researching graduate school options.

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Career Related Recommendations

☐ Start your job search 6-9 months before graduation.

☐ Develop a method for tracking information during the job search process.

☐ Schedule an appointment with your Career Development Coordinator to review your transition plan, including your job search strategy and post-graduation goals.

☐ Identify potential employers for the type of work you are seeking.

☐ Identify geographic areas where you would like to live/work.

☐ Explore the Career Services library for career resources.

☐ Update your resumé, cover letter and references for the job search; update your CCN account to include an unofficial transcript.

☐ Education majors: finalize your credential file.

☐ Develop your 30-second speech for brief encounters with employers.

☐ Continue to expand your professional wardrobe.

☐ Schedule another practice interview to polish your skills.

☐ Research employers regarding salaries, climate and culture of the work environment.

☐ Continue to attend career expos, events and workshops.

☐ Track all on campus interview schedules with the CCN.

☐ Network, network, network!!

☐ Inform Career Services (www.ucmo.edu/gfs) when you secure employment following graduation.
Additional Recommendations

☐ Keep your options open; talk with family and friends concerning employment opportunities.

☐ Register with Alumni Relations to stay connected with UCM.

☐ Create an appropriate email address and voicemail greeting. “Clean up” your online profile.

☐ Planning on graduate school? Narrow down your choices, complete entrance exams and submit application materials.

Recommended Appointments

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careers@ucmo.edu

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