CAREER DEVELOPMENT PLAN CHECKLIST

Experience:  CAREER SERVICES CENTER  WDE 1200, 660-543-4985

☐ Schedule an appointment with your Career Advisor to discuss career and/or graduate school opportunities related to your program of study and develop a strategy for your career development plan.

☐ Begin or continue to develop your resume. Resources and assistance are available through Career Services Resource Center online.

☐ Start developing a cover letter and reference sheet. Guides are available under the Career Services Resource Center online.

☐ Drop by during the Career Services Center’s Walk-in Hours, Mondays-Wednesdays, 1-3 PM for walk-in help with resume/cover letter review and/or quick career questions.

☐ Access your Handshake account (ucmo.edu/career) to apply off-campus work study, internships, part-time/full-time jobs.

☐ Visit the Career Services website (ucmo.edu/career) to discover and explore resources to support your job search.

☐ Continually gain and refine valuable, on-the-job experience and leadership skills through part-time and summer employment, volunteer opportunities, and student organizations.

☐ Research employers who conduct on-campus interviews through the Career Services website (ucmo.edu/career) or Handshake. Identify potential employers who might hire someone with your skills and background.

☐ Schedule a mock interview with the Career Services Center and learn the necessary skills for successful interviewing.

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

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

☐ Start building your professional wardrobe.

☐ Develop a professional digital image on LinkedIn; update your online profile as necessary. Check your social media accounts for information that doesn’t fit your professional image.

ADDITIONAL RECOMMENDATIONS

☐ Schedule an appointment with your departmental internship coordinator (if your major requires an internship for credit).

☐ Join professional organizations in the field you are pursuing and continue to build relationships with professors, advisors, and supervisors. Seek out leadership roles at every opportunity.

☐ Consider an international experience. Study abroad or identify international internship opportunities (UN 302, ucmo.edu/international).

☐ Begin researching graduate school options, if considering attending graduate school.

ACTION PLAN
CAREER DEVELOPMENT PLAN CHECKLIST

Transition: CAREER SERVICES CENTER  WDE 1200, 660-543-4985

☐ Begin 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 Advisor 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 and geographic areas where you would like to live/work.

☐ Continue to explore the Career Services website (ucmo.edu/career) for additional career resources.

☐ Update your resume, cover letter, and references for the job search.

☐ Continue to update and maintain your Handshake account; post an updated resume and your most recent transcript.

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

☐ Maintain a high level of professionalism in updating your online image and LinkedIn profile. Create an appropriate email address and voicemail greeting.

☐ Continue to expand your professional wardrobe.

☐ Schedule another mock interview to polish your skills.

☐ Research employers regarding their organization, salaries, career outlook, and culture of the work environment.

☐ Network, network, network! Continue to attend all career expos, events, and workshops.

☐ Track all on-campus interview schedules through Handshake.

☐ Inform the Career Services Center (www.ucmo.edu/gradsurvey) when you secure employment or admission to a graduate program or professional school 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.

☐ Narrow down your school choices, complete entrance exams, and submit application materials if planning on attending graduate school.

ACTION PLAN