

# 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

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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](http://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](http://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

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