

senior year

SELF ASSESSMENT

____ Define your skills, abilities, personality traits, interests and values. Meet with a career advisor to use computerized career guidance programs and inventories. Take advantage of individual career counseling sessions and attend workshops provided through Career Services. Take the Myers-Briggs Type Indicator (MBTI) to learn more about yourself and careers. Career Services on the Tempe campus offers a workshop on how to use your MBTI results in career planning.

CAREER DECISION MAKING

____ Attend career workshops. Get the employment edge by attending valuable workshops presented by Career Services professionals. Workshops cover the entire range of career information needed to help you succeed.

____ Register with Sun Devil CareerLink (SDCL). Create your personal profile and upload your resume to search for full-time career jobs, participate in on-campus recruiting and review career events. Access the Career Info Network to locate alumni who can help you in your career pursuits and gather contacts using the extensive employer database.

OCCUPATIONAL RESEARCH

____ Research your career options. Use the Career Education Center Resource Library, Web resources and SDCL to focus your career options. Conduct informational interviews with professionals.

____ Identify alternative resources, too. Professional associations, newspaper articles, social networking sites, employer Web pages, trade journals, chambers of commerce, other universities, temporary employment agencies, Internet sites and online job search engines can provide valuable information.

GAIN AND EVALUATE EXPERIENCE

____ Buy a suit. You'll need it for career events and interviewing. Think of a suit as an investment in your career.

____ Create your "job search tool kit." You'll need a dynamic cover letter that is ALWAYS customized to the organization, a resume that will get results and a reference sheet of 3-5 people who can speak well of your skills and abilities. Have your documents reviewed by a career advisor to make sure they effectively communicate your unique qualifications for specific careers.

____ Create a portfolio of artifacts to showcase your skills and knowledge. Although not typically required by employers, a portfolio will help to increase your own self-confidence and ability to communicate effectively in your resume, cover letters and interviews.

JOB SEARCH STRATEGY

____ Set up PROFESSIONAL and RELIABLE systems to receive messages. Realize that your e-mail address, voice mail greetings and internet presence will create an impression on employers. Make sure they're positive ones! Check your e-mail on a regular basis.

____ Pass the interview test. Interviewing is a skill which requires practice. You will need to present yourself in a polished and professional manner, being sure to communicate that you not only possess the knowledge and skills required for the position, but that you are also someone with whom others will want to work. Watch the Career Services interview DVD and then set up a time with a career advisor for a practice interview.

____ Always send a thank-you note after an interview. Not only is it common courtesy, this practice sets you above the other candidates and can help you get the offer!

____ Establish and expand your network. Statistics say nearly 70 percent of all jobs are obtained through networking (building relationships with professionals in a chosen field). Connecting with two professionals per week is more effective than sending out 250 resumes!

____ Develop successful networking strategies. Present yourself professionally in all settings. Create your 30-second commercial explaining why you're interested in and how you're qualified for a particular field or organization.

____ Attend career-related events on campus. Career fairs are a great way to promote yourself through your 30-second commercial as well as gain more information on specific employers. Follow up with employers before and after the event to set up interviews.

____ Contact employers directly. Target companies that interest you the most and call them to get the name of someone in the type of position you're seeking. Send or e-mail a "prospecting" letter and follow up to arrange an informational or employment interview.

____ Keep records and persevere. Keep notes and records of every contact you make and every position you apply for. Re-contact these people periodically to remind them you are still interested. Take advantage of any opportunity that will bring you one step closer to your goal of obtaining a professional position. Meet with your career advisor occasionally to review and refine your job search strategies.