Four Year Career Action Plan



There are certain steps that you, as a college student, can and should take to help you explore various career options. Just like a final exam, your job/internship search or program selection is not something you should 'cram' for at the last minute. It takes time, reflection, and different experiences that will help you define your own professional pathway. Remember, deciding on a career path is a process. Start exploring as early as your first year – be curious, talk to people, and try things. We are confident that you will be much more prepared to find a career that suits your values, interests, and goals.

SUGGESTED ACTION STEPS

Year One: Awareness, Discover & Explore - Get to know yourself and settle in at WOU

- Explore the <u>Center for Professional Pathways</u> (CPP) and see what we have to offer 1st floor of Werner University Center, Room 119
- Register on <u>WolfLink/Handshake</u> WOU's source for jobs, internships, networking and career-related events access from your <u>Portal</u> or for more info visit <u>www.wou.edu/professional-pathways/services/wolflink/</u>
- Participate in a community service or volunteering activity and get actively involved on campus
- Explore career exploration resources on the CPP website: <u>www.wou.edu/professional-pathways/</u>
- Take a wide variety of classes to broaden your exposure to potential interests and careers

Year Two: Explore, Research, Investigate & Narrow Options

- <u>Meet with CPP staff</u> to discuss your career plans and ideas
- Actively explore and research career fields of interest by talking to people, attending events and job shadowing
- Begin to build your personal network and keep track of names and contact information of individuals you meet
- Join a campus club or organization in an area of professional interest and attend meetings regularly
- <u>Pursue experience</u> part-time job, internship, or research position within your field of interest
- Attend career fairs, networking events and career related presentations listed on the <u>CPP Calendar of Events</u>

Year Three: Experience, Evaluate & Formulate Goals for Career or Graduate School

- <u>Meet with CPP staff</u> to formulate job, internship or graduate school search timelines
- Complete a practice/mock interview with a CPP staff member to receive immediate feedback
- Research graduate or professional schools
- Develop relationships with professors and department heads in your major
- Complete an internship, participate in service learning and/or civic engagement
- Consider running for office or pursuing leadership in a student organization
- Attend both on-campus and off-campus career fairs and other networking and career information events
- Continue to build your personal and professional <u>network</u> and keep track of your contacts

Year Four and Beyond: Plan Transitions, Apply & Achieve

- <u>Meet with CPP staff</u> to design your job search strategy or finalize graduate school plans
- Consider plans A, B, C and D have goals, but stay flexible
- Research companies/organizations and the career opportunities they have to offer
- Join a professional organization
- Ask faculty, with whom you have relationship, for references
- Attend both on-campus and off-campus career fairs and other networking and career information events
- Create a complete LinkedIn profile and actively connect with professionals, classmates and professors you know

