

# CAREER PATHWAYS CHECKLIST



## **Freshman – Explore & Connect**

- Take career assessments to explore your personality, interests and values – Focus 2 Career
- Identify career paths & majors
- Connect with the Main Career Center (MCC), S402
  - Schedule appointment with a Career Coach
  - Attend a MCC Event
  - Activate your Jobs4Gators account
- Create Resume
  - Review MCC Resume Guide on website
  - Strengthen by adding career activities
  - Upload to Jobs4Gators
- Explore career readiness skills
  - Identify and enhance needed skills through employment, class projects, and/or community activities
- Join a UHD organization related to your career interest through CampusGroups
- Begin developing your UHD network. Reach out to faculty and staff, mentor, study groups, UHD student organizations, and classmates

## **Sophomore – Engage & Reflect**

- Consider career avenues. Conduct informational interviews with those working in your field of interest
- Set up an appointment with your Career Coach to focus skills and career activities based on major
- Visit MCC website for career activities (volunteer, job shadowing, internships, part-time positions)
- Attend a MCC Event
- Deepen your involvement in a club or organization related to your career interest
  - Log in to CampusGroups to track your progress
- Continue to develop your Network

- Build skills future employers or graduate admissions committees find valuable – volunteer, plan events, serve on a committee
- Study abroad or engage in other off-campus experiences
- Create LinkedIn profile and browse LinkedIn professionals in your field
- Begin to think of yourself as a future professional

## **Junior – Plan & Prepare**

- Review academic progress on “Degree Progress Report”
  - Meet with your Academic Advisor
- Research and review graduate and professional school admissions requirements, if interested
  - Talk to your professors and/or admissions counselor
  - Research requirements
- Research and review entry-level job positions and requirements
- Develop industry skills directly related to post-graduate plans (e.g. internship, software, online forums, webinars)
- Advance your leadership skills within your organization related to your career interest or passions (e.g., committee chair, or officer)
- Polish Resume/Cover Letter and CV/Personal Statement
- Create, practice, and perfect your Elevator Pitch
  - Focus on skills, abilities and personal strengths
- Attend CC events and workshops. See dates on CC Instagram, LinkedIn or Facebook
- Enhance your LinkedIn profile and network
  - Add LinkedIn UHD Alumni and other professional contacts and relevant projects
- Apply for Internships or take a Field Experience course related to your major

## **Senior – Act & Achieve**

- Complete graduate school application no later than Dec.1
- Meet with Career Coach to devise and implement job search strategies
- Target companies and research salaries
  - Reach out to individuals in your professional network
- Customize resumes and cover letters to specific job postings to market yourself effectively
- Ask professors, employers, and internship supervisors for letters of recommendation
- Practice interviewing
  - Schedule Mock Interview with your career coach for jobs or graduate/professional schools
- Demonstrate your career readiness competencies by showcasing your professionalism online
  - Perform a social media audit
  - Exhibit your professional projects electronically or in a digital portfolio (e.g. LinkedIn, Github, WordPress, YouTube, CampusGroups)
  - Upload a professional picture
- Take the lead within your club, organization, or community group (e.g., officer or committee chair)
- Network with an external professional association tied to your career interest (e.g., meeting, committee, mixer)
- Attend at least 1 career fair/networking event
- Update your LinkedIn profile and network

**UHD Career Center**  
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# CAREER READINESS SKILLS - ARE YOU CAREER READY?

Employers are hiring college students and recent graduates who know how to use their talents, strengths, and interests. These students are Career Ready.

How do you become Career Ready? Mastering these **Career Readiness Competencies** will prepare you for a successful transition into the workplace:



**Career & Self-Development** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



**Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



**Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



**Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



**Technology:** Understand, and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



**Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.



**Professionalism:** Knowing work environments differ greatly, understanding and demonstrating effective work habits, and acting in the interest of the larger community and workplace.



**Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism. \*

\* <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

## UHD CAREER CENTER

### Contact Us

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Social Media: /uhdcareer



Call for Drop-in hours!

### Services

Career Decision-Making

Career Coaching

Résumé/CV/Cover Letter Review

Graduate School Applications

Interview Prep

Mock Interviewing

Online Job Board

Job Search Strategies

Networking Advice

Internship Guidance

Employer Fair & Events



All services are free of charge to  
UHD students & Alumni