Your Checklist for Career Success

Proficiency in the goals outlined here will aide in assuring your professional success. It starts with your efforts to:

- Maintain a 3.0 GPA or above
- Obtain employment, an internship, federal work study or practicum in your field
- Participate in regular involvement in a professional, volunteer, community service or on-campus organization
- Follow a code of conduct that is conducive to successful job attainment
- Reflect integrity
- Participate in professional development activities
- Complete your degree program in a timely manner.

Professional development starts in your first semester via your Professional Development Plan and continues through graduation:

**Freshman Year/ First Semester:**
- Complete self evaluation survey (https://davenport-csm.symplicity.com/surveys/cpse)
- Meet with a Career Services Coordinator to assess your interests, values, and skills to identify a major or career action plan
- Discuss criminal background issues that may hinder your career success
- Select a Major that fits with your interests, goals, abilities, and skills
- Research occupational interests and groups/organizations involved with these fields. (BLS/O*NET)
- Conduct informational interviews with professionals working in the industry you’d like to pursue
- Investigate on-campus and off-campus involvement; learn how to balance academics with campus activities, social life, work, family, etc...
- Speak with your Advisor re: if an internship is required for academic credit and discuss with career services how to include one to assure your experience in your field is well rounded

**Sophomore Year/ Second Semester:**
- Meet with Career Services to develop your resume or have it reviewed and updated
- Practice interviewing with Career Services to develop interviewing skills and try InterviewStream
- Draft a cover letter and a thank-you/follow-up letter
- Join organizations & associations that complement your major and increase your marketability
- Begin using DUCareerNET, our job search database. Post your resume and search for jobs and internships
- Attend career-related professional development events on campus or on-line; workshops, presentations, etc...
- See your Advisor to discuss internship eligibility, or speak to career services re: volunteer and work study

**Junior Year Third Semester:**
- Secure an internship, volunteer or work study opportunity in your field
- Building your network through informational interviews, volunteer, and professional association activities
- Network with contacts now to obtain the best resources for landing a job in your field. Your network includes: classmates, co-workers, peers, friends, family, members of the orgs you are affiliated with, faculty & DU staff
- Update your resume after your internship to reflect your experience and have Career Services review it
- Attend Career Fair and Employer Event; chamber YP events, after hours, Rotary, economic development etc...
- If further education is your next career step, begin researching or applying to graduate or professional schools
- Start the Job Search and application process, tracking all submissions

**Senior Year Last Semester:**
- Sit down with a Career Services Coordinator to go over your resume, job search strategies, interviewing tips
- Use DUCareerNET, other sites, and networking contacts to find job opportunities (LinkedIn & other membersites)
- Gather a list of people to use as references and make sure they can speak positively about you as a professional
- Continue the application process and tracking applications and updating career services on your progress
- Let Career Services know when you’ve landed that new job!