

Career Action Plan

First Year – Time to get started!

1. Through your Freshman Focus class, complete the **TypeFocus** Personality Questionnaire and Success Factors Questionnaire. Reflect on the results, explore potential career paths and review your reports to plan for success in college and career.
2. Learn more about your personality, interests, skills and values by completing all four **MyPlan** assessments, then research potential careers, majors and activities in which you can thrive, succeed and be happy.
3. Discuss your personal, educational and professional needs, desires and plans with faculty, staff, students, alumni, mentors, friends and family. Define your goals and ask for their support in helping you achieve them.
4. Develop your leadership skills and experience through coursework, co-curricular activities and volunteer service. Document your knowledge, skills and abilities using the electronic portfolio and skills profile in **OptimalResume**.
5. **OptimalResume** will also help you create a winning resume, write effective cover letters and practice your interviewing skills using video, audio and/or text responses online.
6. Use **CollegeCentral**, **NACElink** and **other online resources** to search and apply for part-time and summer jobs, volunteer opportunities and internships. Access the mentoring network to uncover more options.
7. If you have not already declared a major by the start of spring semester, register for the Majors & Minors Workshop to help you identify academic programs and career paths that might be a great fit for you.

Second Year – Move forward!

1. Continue or begin activities recommended for first-year students: personal assessment, career exploration, educational planning and leadership development. Your preparation now will pay off in the future when you are pursuing opportunities for experiential learning, professional employment and career advancement.
2. If you are rethinking your plans for college and career, take or retake the assessments in **MyPlan** and use the results to identify new and better options. Discuss potential changes with your faculty advisor, as well as ARC and Career Development staff, so that you can stay on-track for on-time graduation.
3. Consider pursuing a job, internship, research project, study abroad program or other experiential learning opportunity during or after your second year. Experience that is directly related to your academic and career goals will benefit you when searching for an entry-level job or applying to graduate or professional school.
4. Meet with Career Development staff for help updating your documents and practicing your interviewing skills using **OptimalResume**. Seek additional feedback from Alumni Career Consultants and Employment Professionals by participating in Resumania, Resume Reviews and Mock Interviews.
5. Use **CollegeCentral** and **NACElink** to search for local, regional and national jobs and internships, of which many are posted specifically for Bellarmine students and alumni. Interact with Alumni Career Consultants and Employment Professional through the mentoring network. Initiate informational interviews to learn more about careers, organizations and industries of interest. Networking is your ticket to the best opportunities.
6. Join organizations on campus related to your career plans, academic major or personal interests. Focus on options that play to your strengths so you can make a positive contribution. Active involvement and leadership in extracurricular activities, athletics and volunteer work is highly valued by employers.

Third Year – Get more specific!

1. Continue or begin activities recommended during the first two years of college: personal assessment, career exploration, educational planning, leadership development and experiential learning. If you have not spent much time on these activities, now is the time to get serious about your career plans.
2. Revise the skills, experiences and activities in your resume and portfolio using [OptimalResume](#). Consider adding a professional website to highlight your accomplishments and market yourself to prospective employers.
3. Update your profile in [CollegeCentral](#) for automatic notification of new listings that match your objectives. Upload a current resume to apply online for jobs and internships. Grant permission for employers to search your resume and for staff to refer your resume to maximize your exposure and opportunities.
4. Attend career fairs and other events to meet potential employers and to learn about internships and jobs in their organizations. Participate in Resumania, Resume Reviews, Mock Interviews and one-to-one counseling sessions to strengthen your professional communication and presentation skills. Details for all upcoming events and activities are posted on the [CareerPortal](#).
5. Clarify your job or internship objectives, highlight your competencies, define the characteristics of your target employers and compile a list of organizations meeting your criteria. Research specific employers, develop networking contacts, conduct informational interviews and make a positive impression on hiring managers, human resource professionals and everyone you meet in the process.
6. If you are considering a graduate or professional school program, plan to take appropriate graduate school exams (GRE, GMAT, LSAT, MCAT, DCAT, etc.) before or during your senior year. Test preparation materials are highly recommended, and some students may benefit from formal seminars or courses.

Fourth Year – Final Countdown!

1. Cultivate one or more full-time employment offers from your internship employers. Interns are a great source of experienced talent whether they have worked for the hiring organization or in another company or industry.
2. Review information about your chosen career using [MyPlan](#). Details about work activities, knowledge, skills, abilities, salaries, employment trends and more can be very helpful in writing a strong resume, conducting a successful interview and negotiating a great offer.
3. Understand how your co-curricular experiences set you apart from other candidates. Talk with faculty, staff and mentors about marketing your unique background and experience to potential employers and schools.
4. Update your resume, portfolio, website and other documents in [OptimalResume](#). Continue to practice your responses to some of the 750+ questions available in the interview preparation module. Review your progress and discuss your plans with your faculty advisor, mentors and Career Development staff.
5. Attend professional development workshops and other events to polish your resume writing, networking and interviewing skills. Continue to network and conduct informational interviews to uncover hidden opportunities.
6. Participate in local and regional career or graduate school fairs, as well as company presentations, information tables and other on-campus recruiting activities to explore post-graduation opportunities. Current information about all upcoming events and activities is available on the [CareerPortal](#).
7. Use [CollegeCentral](#), [NACElink](#) and [other online resources](#) to search and apply for entry-level jobs. Use the W.L. Lyons Brown Library, [MyPlan](#) and other resources to research potential careers, employers, industries and competitors, as well as graduate and professional schools. Understand the advantages and limitations of the internet in your job search. Goal setting, research, preparation and networking really do pay off.
8. Be aware of application, admission and enrollment deadlines for graduate and professional school programs and plan accordingly. Never utter the phrase, "I'm going to take a year off before applying to grad school," in front of Career Development staff—or your parents.