# First Year: A Year of Self-Discovery

## Career Planning Guide Checklist

### Discover Your Interest, Skills and Values

- Identify and assess your interests and skills
  - Read the Luther College Catalog and select one elective course of interest to you
  - Read media, textbooks, newspapers, books related to your interests
  - Develop your communication skills
  - Complete an interest inventory (i.e. Strong, MBTI, StrengthsFinder)
- Complete the required Fit and Well Course for first year students
- Investigate and selectively join 1-2 campus clubs or organizations
- Pursue a summer job or volunteer opportunity related to your interests

### Explore Majors and Careers

- Talk to your Advisors, Faculty, Career Counselors, or mentors about majors, study abroad & careers
- Explore majors, courses and requirements
- Explore career options by major
- Make a tentative decision on your major

### Prepare for the World of Work

- Draft a college resume
- Create a LinkedIn account
- Log on to the Luther CareerConnection system and create your profile

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Luther College Career Center-Union 205

http://www.luther.edu/career/
**Second Year: A Year of Exploration**  
Career Planning Guide Checklist

### Finalize Major and Commit to Academic Success
- □ Meet with a Career Counselor to assess your progress and confirm your choice of major
- □ Meet with your Academic Advisor to map out how you will complete the requirements for your major
- □ Begin to explore graduate school, if needed for your career interests

### Become Familiar with a Range of Careers
- □ Explore how your major, interests and skills relate to career fields
  - Reading articles and journals
  - Explore web resources
- □ Interview Alumni to learn more about the world of work (Use the Luther College Alumni Directory and LinkedIn to find alumni contacts.)
- □ Arrange a job shadow experience or participate in the Decorah Area Job Shadow Program
- □ Review weekly Career Center emails for jobs and internship opportunities

### Engage in Applied Learning Opportunities
- □ Join campus committees & organizations and identify leadership positions
- □ Gain work experience and develop skills through part time jobs, work-study or an internship
  - Attend Career Center Alumni/Employer Events
- □ Take advantage of undergraduate research opportunities within your major
- □ Participate in community service
- □ Consider studying abroad

### Prepare for the World of Work
- □ Update and expand your college resume
- □ Update your profile on CareerConnection system
- □ Expand your LinkedIn profile
- □ Participate in a Mock Interview with the Career Center
# Third Year: A Year of Investigation

## Career Planning Guide Checklist

### Expand Your Academic Knowledge

- Work closely with faculty to review your remaining academic requirements and complete your major
- Discuss your career aspirations with your faculty advisor

### Refine Your Career Interests and Acquire Professional Skills

- Continue to explore career fields and identify preferred work settings
- Conduct informational interviews or job shadow
- Seek a related campus or off-campus work-study position or job related to your career interest
- Hold a leadership position on a committee or in a student organization (i.e. music, athletics, service, SAC, etc.)
- Engage in applied learning opportunities:
  - Internship
  - Undergraduate research
  - Volunteer service
  - Study abroad

### Prepare for the World of Work

- Revise your college resume and develop a cover letter to market your qualifications
- Upload your resume and cover letter in to the Luther CareerConnection system
- Update and expand your LinkedIn profile
- Research and explore post-grad Service Opportunities
- Attend Fall and Spring Career Fairs
- Attend career-related panels, on-campus employer recruiting sessions, and ICoRN events
- Use the Luther LinkedIn Alumni Group and Alumni Directory to build a professional network
- Participate in a mock interview with the Career Center

### Prepare for the World of Graduate School

- Identify potential graduate or professional schools
  - Attend the Fall Graduate & Professional School Fair
  - Research program requirements and prepare for entrance exams
  - Attend Considering Graduate School workshop
- Research post-grad Fellowship and Scholarship Opportunities
# Fourth Year: A Year of Decision-Making
## Career Planning Guide Checklist

### Complete Academic Requirements
- [ ] Pursue academic success and complete your senior research project/paper
- [ ] Confirm your remaining degree requirements early

### Gain Career Related Experience and Develop Your Professional Identity
- [ ] Join professional associations in your career field
- [ ] Attend and present at conferences or events
- [ ] Obtain career-related experience through a part-time job, internship or research experience

### Finalize Graduate and Professional School Plans
- [ ] Complete graduate school application process
  - [ ] Application forms
  - [ ] Register and complete admission exams
  - [ ] Personal statements and admissions essays
  - [ ] Request and obtain faculty recommendations
  - [ ] Participate in a mock interview with the Career Center
  - [ ] Apply for graduate assistantships and financial aid
- [ ] Accept Graduate school offer
- [ ] Attend the “Grad Finale” in April to complete the Post-Graduate Plans Survey and pick up your cap & gown!!

### Implement Your Job Search and Secure a Position
- [ ] Develop a job search strategy
  - [ ] Meet with a Career Counselor or a mentor
  - [ ] Customize your resume & cover letter for each position
  - [ ] Finalize your profile in the Luther Career Connection system and on LinkedIn
- [ ] Identify and research potential employers, companies, and organizations and the opportunities they offer
- [ ] Participate in:
  - [ ] Fall and Spring Career Fairs
  - [ ] On-campus recruiting
  - [ ] Recruiting events hosted by the Iowa College Recruiting Network (ICoRN)
- [ ] Actively review the Luther Career Connection system and weekly News & Notes Email for job openings
- [ ] Invest a little time each day to your job search.
- [ ] Prepare your 30 second introduction for networking situations
- [ ] Practice interviewing with a mock interview
- [ ] Apply for positions, interview and follow-up with employers
- [ ] Accept a position
- [ ] Attend the spring “Grad Finale” in the Union to complete the Post-Graduate Plans Survey and to pick up your cap & gown!!