

First Year: A Year of Self-Discovery Career Planning Guide Checklist

<p>Discover Your Interests, Skills, Talents and Values</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify and assess your interests and skills <ul style="list-style-type: none"> • Read the Luther College Catalog and select one elective course of interest to you • Read media, textbooks, newspapers, books related to your interests • Complete an interest inventory (e.g. Strong Interest Inventory, MBTI, StrengthsFinder) <input type="checkbox"/> Complete the required Lifetime Health & Wellness Course for first year students <input type="checkbox"/> Investigate and selectively join 1-2 campus clubs or organizations <input type="checkbox"/> Pursue a summer job or volunteer opportunity related to your interests 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Explore Majors and Careers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Talk to your Advisors, Faculty, Career Counselors, or mentors about majors, study abroad & careers <input type="checkbox"/> Explore majors, courses and requirements <input type="checkbox"/> Explore career options by major <ul style="list-style-type: none"> • Explore web resources at www.luther.edu/career/explore/majors/ <input type="checkbox"/> Make a tentative decision on your major <input type="checkbox"/> Conduct an informational interview with someone in your field of interest 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Prepare for the World of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft a college resume <input type="checkbox"/> Schedule an appointment with the Career Center to have your resume reviewed by calling 563.387.1025. 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____

Second Year: A Year of Exploration
Career Planning Guide Checklist

<p>Finalize Major and Commit to Academic Success</p> <ul style="list-style-type: none"> <input type="checkbox"/> If undecided, meet with a Career Counselor to assess your progress and confirm your choice of major, including study abroad <input type="checkbox"/> Meet with your Academic Advisor to map out how you will complete the requirements for your major <input type="checkbox"/> Begin to explore graduate school, if needed for your career interests 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Become Familiar with a Range of Careers in Your Major(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explore how your major, interests and skills relate to career fields: <ul style="list-style-type: none"> • Explore web resources at www.luther.edu/career/guide/sophomores/ <input type="checkbox"/> Interview people to learn more about work in your field of interest (Use the Luther College Alumni Directory and LinkedIn to find contacts.) <input type="checkbox"/> Arrange a job shadow experience or participate in the Decorah Area Job Shadow Program 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Engage in Applied Learning Opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Join campus committees & organizations and identify leadership positions <input type="checkbox"/> Gain work experience to explore your interests and develop skills through part time jobs, work-study or an internship <ul style="list-style-type: none"> • Attend Career Center Events featuring Alumni/Employers • Scan CareerConnection for opportunities <input type="checkbox"/> Take advantage of undergraduate research opportunities within your major <input type="checkbox"/> Participate in volunteer/community service <input type="checkbox"/> Consider study abroad opportunities 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Prepare for the World of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update and expand your college resume <input type="checkbox"/> Log on to the CareerConnection system to create your profile <input type="checkbox"/> Create a LinkedIn profile <input type="checkbox"/> Before interviewing for a work experience, participate in a Mock Interview with the Career Center 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Third Year: A Year of Investigation
Career Planning Guide Checklist

<p>Expand Your Academic Knowledge</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work closely with faculty to review your remaining academic requirements and complete your major <input type="checkbox"/> Discuss your career aspirations with your faculty advisor (e.g. work, graduate school, full-time volunteer service) 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Refine Your Career Interests and Acquire Professional Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to explore career fields and identify preferred work settings <input type="checkbox"/> Conduct informational interviews or job shadow <input type="checkbox"/> Seek a related campus or off-campus work-study position or job related to your career interest <input type="checkbox"/> Hold a leadership position on a committee or in a student organization (e.g. music, athletics, SAC, etc.) <input type="checkbox"/> Engage in off-campus applied learning opportunities: <ul style="list-style-type: none"> • Internship • Undergraduate research • Volunteer service • Study abroad • Clinical/Practicum/Field Experience 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Prepare for the World of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Revise your college resume and develop a cover letter to market your qualifications <input type="checkbox"/> Upload your resume and cover letter in to the Luther CareerConnection system <input type="checkbox"/> Update and expand your LinkedIn profile <input type="checkbox"/> Use the LinkedIn and the Alumni Directory to build a professional network <input type="checkbox"/> Research and explore employment and post-grad volunteer service opportunities <input type="checkbox"/> Attend Fall and Spring Career Fairs <input type="checkbox"/> Attend career-related panels, on-campus employer recruiting sessions, and ICoRN events <input type="checkbox"/> Participate in a mock interview with the Career Center 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Prepare for the World of Graduate School</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend <i>Considering Graduate School</i> workshop <ul style="list-style-type: none"> • Identify potential graduate or professional schools • Attend Fall Graduate & Professional School Fair • Research program application timelines and requirements • Prepare for entrance exams <input type="checkbox"/> Research post-grad Fellowship and Scholarship Opportunities 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

**Fourth Year: A Year of Decision-Making
 Career Planning Guide Checklist**

<p>Complete Academic Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pursue academic success and complete your senior research project/paper <input type="checkbox"/> Confirm your remaining degree requirements early 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Gain Career-Related Experience and Develop Your Professional Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Join professional associations in your career field <input type="checkbox"/> Attend and present at conferences or events <input type="checkbox"/> Obtain career-related experience through a part-time job, internship or research experience 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Finalize Graduate and Professional School Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete graduate school application process <ul style="list-style-type: none"> • 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 <input type="checkbox"/> Accept Graduate school offer <input type="checkbox"/> Attend the "Grad Finale" in April to complete the Post-Graduate Plans Survey and pick up your cap & gown!! 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Implement Your Job Search and Secure a Position</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop a job search strategy <ul style="list-style-type: none"> • 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 <input type="checkbox"/> Identify and research potential employers, companies, and organizations and the opportunities they offer <input type="checkbox"/> Participate in: <ul style="list-style-type: none"> • Fall and Spring Career Fairs • On-campus recruiting • Recruiting events hosted by the Iowa College Recruiting Network (ICoRN) <input type="checkbox"/> Actively review the Luther CareerConnection system for job openings <input type="checkbox"/> Invest a little time each day to your job search. <input type="checkbox"/> Prepare your 30 second introduction for networking situations <input type="checkbox"/> Practice interviewing with a mock interview <input type="checkbox"/> Apply for positions, interview and follow-up with employers <input type="checkbox"/> Accept a position <input type="checkbox"/> Attend the spring "Grad Finale" in the Union to complete the Post-Graduate Plans Survey and to pick up your cap & gown!! 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____