

CAREER ACTION PLAN

	FIRST: Explore	SECOND: Engage	THIRD: Experience	FOURTH: Enhance
EVALUATE & EXPLORE	<input type="checkbox"/> Meet with CPAD* to discuss major to career connection (decided or still exploring) and develop career goals. Meet with Student Success Center Success Counselors to create Soar in Four academic plan <input type="checkbox"/> Complete CPAD career exploration tools to identify how skills, interests, values and personality align with careers and majors of interest <input type="checkbox"/> Pursue meaningful work (part-time, summer or volunteer) and ask CPAD for help with obtaining a job shadowing experience	<input type="checkbox"/> Meet with CPAD to discuss internships and update career goals – if still exploring major/career path, utilize “What Can I do With This Major?” and career exploration tools <input type="checkbox"/> Conduct at least 2 informational interviews with professionals in careers of interest – send thank you within 24 hrs <input type="checkbox"/> Identify needed technological skills for careers of interest and enroll in courses to expand skill set	<input type="checkbox"/> Complete Professional Development Track/Career Life & Planning Course; build professional attire wardrobe; meet with CPAD to review plan; and demonstrate skills in internship and part/full-time positions <input type="checkbox"/> Use LinkedIn and CareerShift to identify alumni and job shadow at least 2 – identify any needed skills and ask about hidden job market <input type="checkbox"/> Pursue opportunities to utilize technology skills in leadership, class and work roles	<input type="checkbox"/> Meet with CPAD to develop plan of action: timeline, networking strategies, positions to target, events to attend, graduate tests needed and graduate school application deadlines <input type="checkbox"/> Use LinkedIn and CareerShift to identify alumni and conduct informational interviews to expand network <input type="checkbox"/> Make sure you have fulfilled all graduation requirements and no money is owed to the University (Advisor, Registrar and Bursar)
TELL YOUR STORY	<input type="checkbox"/> Develop professional resume using tip sheet (submit to your liaison for review) and update each semester <input type="checkbox"/> Create Handshake profile to search for part-time jobs <input type="checkbox"/> Update social network sites’ privacy settings and behave professionally	<input type="checkbox"/> Create LinkedIn profile using CPAD tips, get free headshot photo taken and seek feedback on profile from CPAD – connect with alumni: linkedin.com/alumni <input type="checkbox"/> Update Handshake profile and resume and search for part-time jobs and/or internships <input type="checkbox"/> Write a cover letter draft using O*Net descriptions: onetonline.org	<input type="checkbox"/> Schedule time weekly for career planning, exploration and preparation – evaluate if you will job search or apply to graduate programs <input type="checkbox"/> Update Handshake , LinkedIn profile, OrgSync involvement and resume and search for internships <input type="checkbox"/> Schedule a mock interview to practice interview skills	<input type="checkbox"/> Using career exploration tool results, brainstorm how experiences have utilized skills, interests and values and prepare to communicate to others via Elevator Pitch <input type="checkbox"/> Update Handshake , LinkedIn profile, OrgSync involvement and resume and search for jobs <input type="checkbox"/> Develop budget, research salaries and prepare to negotiate based on skills, training and experience
CONNECT	<input type="checkbox"/> Create OrgSync profile; join and engage in organizations to develop communication, collaboration and teamwork skills <input type="checkbox"/> Meet with advisor, instructors and older students to learn more about major(s) of interest and career options <input type="checkbox"/> Attend at least 1 CPAD event and consider applying for Student Leadership Challenge	<input type="checkbox"/> Pursue leadership roles in organizations to develop leadership skills and enhance other related skills – track involvement in OrgSync <input type="checkbox"/> Meet with faculty to pursue undergraduate research and service learning opportunities <input type="checkbox"/> Attend at least 1 career event, 1 employer information session and 2 CPAD career readiness events	<input type="checkbox"/> Communicate career goals to faculty and supervisors to determine from whom you want to request reference letters and ask to serve as references <input type="checkbox"/> Diversify experience by participating in a Study Abroad and/or Travel Study experience <input type="checkbox"/> Attend career events, employer information sessions and CPAD career readiness events, including etiquette dinner, if offered	<input type="checkbox"/> Apply to relevant positions, track the status of each and follow-up on applications <input type="checkbox"/> Join professional organizations and LinkedIn discussion groups related to your field <input type="checkbox"/> Attend career and networking events (on and off-campus) and any needed CPAD career readiness events

Select summer job that allows for personal growth. Look for something that stretches you.

Pursue summer internship or part-time job related to major

Pursue competitive summer internship that aligns with career goals.

The following **CAREER COMPETENCIES** are needed to transition successfully from college into the world of work. These may develop at different times for different students, but the goal is to pursue opportunities to encourage development of these alongside your academic experience.

Critical Thinking/Problem Solving
Digital Technology
Oral/Written Communications

Leadership
Professionalism/Work Ethic
Teamwork/Collaboration

Global/Intercultural Fluency
Career Management
 Resource: nacweb.org/knowledge/career-readiness-competencies.aspx

* CPAD = Career Planning & Development

TERMS DEFINED

ELEVATOR PITCH

Introduce yourself in 30 to 60 seconds to succinctly communicate what you do well, what you bring to the position and organization, what you would like to do and what motivates you to take action.

INFORMATIONAL INTERVIEW

Ask a professional in your career of interest questions about corporate culture, job search strategies unique to the industry and educational training and experience needed to prepare to be a competitive candidate in the field.

Review the Tip Sheet: www.utm.edu/careers

INTERNSHIP

Internships integrate practical experience with education in a structured, supervised work environment. They are available year-round and typically last one semester.

JOB SHADOWING

Spend a day to a week with an employer to gain unpaid exposure to a career field of interest. Use your network and contact CPAD for help identifying Job Shadowing sites.

MOCK INTERVIEW

Call CPAD to schedule an experience that models a real interview. Be prepared to provide the organization name and position title. These can be interviews for anything from campus leadership positions to full-time job positions.

RESUME

This summary of your experiences communicates skills and personal traits that directly align with the needs of the employer. See tips and samples: www.utm.edu/careers. Submit your draft to your liaison or schedule an appointment with your liaison (see liaison list to the right) for feedback.

RESOURCES

HANDSHAKE

Connect with employers who are actively recruiting for part- and full-time jobs and internships. Upload your resume to find and apply for available positions. Access via your **MY UTMARTIN** portal.

CAREERSHIFT

Search job boards and company postings in one place as well as research companies of interest and identify contacts to build networking list. Access via your **MY UTMARTIN** portal.

CAREER EXPLORATION TOOLS

These formal assessment tools will help you assess your interests, values, skills and personality as they relate to major and career selection. A counselor will discuss results and strategies with you.

LINKEDIN

Use this powerful networking tool to connect to industry experts, jobs and colleagues. Explore linkedin.com/alumni to find UT Martin alums. Find profile building tips here: www.utm.edu/careers

ORGSYNC

Connect to organizations, communicate with members and find events. Document your involvement to create an extracurricular transcript to compliment your academic one.
www.utm.edu/departments/studentorgs

SOAR IN FOUR

The program seeks to increase four-year graduation rates and improve career and professional skills to help graduates find profitable employment

STUDY ABROAD / TRAVEL STUDY

Challenge yourself to learn from and interact with people from around the world: www.utm.edu/cie

COURSES/CERTIFICATIONS

PROFESSIONAL DEVELOPMENT

Work through eight modules to prepare for the world of work: www.utm.edu/careers

STUDENT LEADERSHIP CHALLENGE

Learn leadership competencies and behaviors.
www.programutm.edu/departments/slc

FINAL TIPS

- Go to class and study – grades matter
- It's ok if your major and career interests change
- Meet with your advisor, faculty members and Career Planning & Development staff often
- Build your professional wardrobe early
- Network – it's the #1 way to get a job
- Approach your job search strategically
- Prepare – the job search can take 6 to 9 months

CPAD TEAM

Call 731.881.7712 to schedule an appointment with a CPAD staff member. We look forward to helping you Soar in Four and beyond!

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