

STEP 1: ASSESSMENT

Get to know yourself - Begin to identify your values, interests, skills, personal traits and career satisfiers in order to identify the ingredients of a good career “fit”:

- ☐ [Take self and personality assessments](#)
- ☐ [Meet with a career coach](#) for help with assessments and early planning
- ☐ [Begin to identify career fields and/or academic programs](#) that fit your interests and abilities
- ☐ [Create a draft resume](#)
- ☐ Complete your [Handshake profile](#)
- ☐ [Assess your career readiness](#)

STEP 2: EXPLORATION

Explore and research career possibilities - Learn the connections between academic programs, experiential learning, previous professional experiences, and careers:

- ☐ Conduct career research and gather information from [valuable online resources](#)
- ☐ [Gather information](#) on different fields, industries and companies
- ☐ Decide on a major and [learn what career paths a major can offer](#)
- ☐ Conduct [informational interviews](#) with people in fields that interest you
- ☐ Explore opportunities to gain relevant work experience, [such as internships](#), temporary positions, summer jobs, or volunteer work
- ☐ [Attend career and networking events](#)
- ☐ [Revisit career readiness](#) by reviewing your [assessment](#), making updates and identifying competencies you want to develop

STEP 3: PREPARATION

Develop your resume and cover letter writing skills; refine your career goals and strategy - Through informational interviewing, internships, and relevant part-time and summer jobs, “test the waters” and determine a potential career direction:

- ☐ [Create an effective resume and cover letter](#)
- ☐ [Research graduate schools](#) and visit campuses or identify continuing education opportunities
- ☐ Learn to present your goals and skills in an [elevator pitch](#)
- ☐ Conduct [informational interviews and build your network](#)
- ☐ Develop and practice your [interview skills](#)
- ☐ Develop a [Career Action Plan](#)
- ☐ [Revisit career readiness](#) by reviewing your [assessment](#), making updates and identifying competencies you want to develop

STEP 4: IMPLEMENTATION

Develop and implement your job search or graduate school strategy - Develop the skills you need to accomplish your goals:

- ☐ [Sharpen your job search skills](#) and develop a list of potential employers
- ☐ [Prepare for interviews](#) and practice interviewing skills with a mock interview
- ☐ [Network](#) with friends, parents, faculty, alumnae/i and others
- ☐ [Gather graduate school application materials](#) and write a personal statement
- ☐ [Attend events](#) such as career fairs, company presentations and career-related forums with alumnae/i
- ☐ Revisit and revise [Career Action Plan](#)
- ☐ [Revisit career readiness](#) by reviewing your [assessment](#), making updates and ensuring you highlight your career competencies for employers, on your job application materials

STEP 5: DECISION-MAKING

Make an informed and meaningful career decision - Gain insight into necessary professional development skills to be successful:

- ☐ Refer back to your career goals, interests, strengths, and values for guidance
- ☐ Analyze job offers/graduate school admissions and weigh your options
- ☐ [Meet with a career coach](#) to walk through your decision-making
- ☐ Utilize the Simmons alumnae/i network [Alumnet](#), and check out Simmons Alumnae/i on Simmons University's [LinkedIn](#) page
- ☐ Learn and practice the [basics of negotiating](#)