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