

First Years | STEP 1: ASSESSMENT

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

- ☐ Review the [First Year Career Booklet](#)
- ☐ Take self and personality assessments (Clifton Strengths Finder and [Self Assessments](#))
- ☐ Meet with a career coach to review assessments and early career planning
- ☐ Begin to [identify career fields](#) and/or [academic programs](#) that fit your interests and abilities
- ☐ Create a [draft resume](#)
- ☐ Complete your [Handshake](#) profile

Sophomores | 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, summer jobs, or volunteer work
- ☐ Attend career and networking events

Juniors | 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:

- ☐ Update and tailor your resume and cover letter
- ☐ Research graduate schools and visit campuses
- ☐ Learn to present your strengths and goals in an elevator pitch
- ☐ Conduct informational interviews and build your network
- ☐ Develop and [practice](#) your interview skills
- ☐ Obtain an Internship

Seniors | 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
- ☐ Explore relevant job boards and begin to apply for jobs
- ☐ 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

Seniors | 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 process
- ☐ Consider the practical aspects of life after Simmons, by reviewing the [Life After College career guide](#) to help make a successful transition
- ☐ Join the Simmons alumnae/i network [Simmons Network](#), and check out Simmons Alumnae/i on Simmons University's LinkedIn page
- ☐ Learn and practice the basics of negotiating