CAREER ROADMAP – YOUR PATH TO CAREER SUCCESS
SAY YES TO CAREER SUCCESS!

**YOU...KNOW YOURSELF**
Before choosing a major or career, you must first learn about your interests, skills, values and personality to see how it all relates to major and career choices.

**EXPLORE AND CHOOSE OPTIONS**
Connect what you learned about yourself to the world of work and begin making decisions about your major and career.

**SEEK KNOWLEDGE AND GAIN EXPERIENCE**
Begin to develop your professional brand. Gain work experience. Build your résumé and LinkedIn profile. Practice your interviewing skills.

**SEARCH FOR THAT JOB**
Research targeted organizations and market your skills and experiences to employers. Polish your interviewing skills.

It doesn’t have to be confusing... The Career Services Center is ready and waiting to help you!
www.notredamecollege.edu/careers, 12/2014
YOU...GET TO KNOW YOURSELF – HOW?

☐ CREATE a FOCUS 2 account and complete the Career Readiness & Self-Assessment modules at: https://www.focuscareer2.com/Portal/Login.cfm?SID=1210 (the access code is falcons)
☐ RESEARCH majors and careers in the Explore Possibilities module; identify two to three possible job titles
☐ MEET with career services staff or your faculty advisor and discuss your FOCUS 2 results

XPLORE AND CHOOSE OPTIONS – HOW?

☐ RESEARCH majors in the online undergraduate course catalog at: http://www.notredamecollege.edu/academics/course-catalog
☐ RESEARCH majors and careers at: What Can I Do With This Major? at: http://www.notredamecollege.edu/majorsandcareers/
☐ CREATE an account at http://www.collegecentral.com/notredamecollege/ to apply to jobs and more
☐ WATCH the “Resume Basics” video at: http://www.collegecentral.com/notredamecollege/
☐ CREATE a résumé in Word and upload it to CCN for review
☐ CONDUCT an informational interview with one to two professionals working in the career field you desire and write a reflection paper
☐ CONSIDER part-time employment, volunteer, and community service to build your skills and résumé
☐ ATTEND Career Services events

EEK KNOWLEDGE AND GAIN EXPERIENCE – HOW?

☐ GAIN professional experience through work-study, internships, and part-time jobs
☐ LOOK for additional opportunities to volunteer, assist with research and get involved with community service activities
☐ CREATE a LinkedIn profile; learn how by viewing videos and quick tip sheets at https://students.linkedin.com/
☐ WATCH the “Interviewing Basics-Smart Strategies for Smart Students” video at: http://www.collegecentral.com/notredamecollege/
☐ PRACTICE using the STAR interviewing technique (situation, task, action, result)
☐ CONDUCT additional informational interviews to build your network and obtain job leads as well as career advice
☐ JOIN a professional association (and join GROUPS on LinkedIn.com)
☐ CREATE your portfolio to document your work and accomplishments at: http://www.collegecentral.com/notredamecollege/
☐ ATTEND Career Services events

SEARCH FOR THAT JOB! – HOW?

☐ MAKE connections on LinkedIn, join Groups and find NDC alumni under Connections tab
☐ PARTICIPATE in a mock job interview and fine tune your résumé, portfolio and LinkedIn profile
☐ MEET with career services staff to discuss job search strategies
☐ ATTEND Career Services events

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