



CAREER AND PROFESSIONAL DEVELOPMENT CENTER

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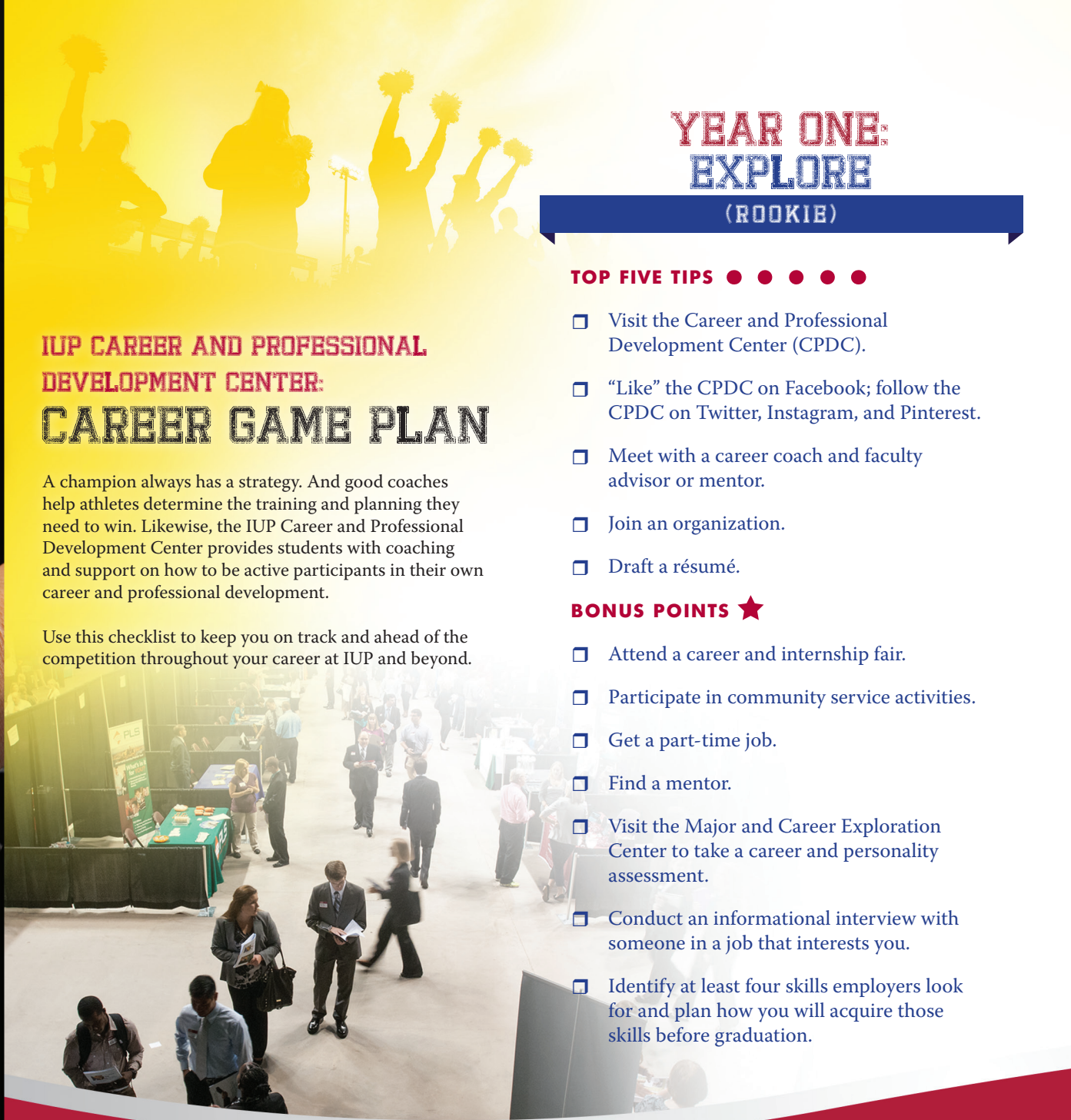
PINTEREST:
Career Development Center of IUP

WHAT IS YOUR GAME PLAN?

A CHECKLIST TO HELP YOU IDENTIFY AND MANAGE YOUR CAREER



CAREER AND PROFESSIONAL DEVELOPMENT CENTER



YEAR ONE: EXPLORE (ROOKIE)

TOP FIVE TIPS ● ● ● ● ●

- Visit the Career and Professional Development Center (CPDC).
- “Like” the CPDC on Facebook; follow the CPDC on Twitter, Instagram, and Pinterest.
- Meet with a career coach and faculty advisor or mentor.
- Join an organization.
- Draft a résumé.

BONUS POINTS ★

- Attend a career and internship fair.
- Participate in community service activities.
- Get a part-time job.
- Find a mentor.
- Visit the Major and Career Exploration Center to take a career and personality assessment.
- Conduct an informational interview with someone in a job that interests you.
- Identify at least four skills employers look for and plan how you will acquire those skills before graduation.

IUP CAREER AND PROFESSIONAL DEVELOPMENT CENTER: CAREER GAME PLAN

A champion always has a strategy. And good coaches help athletes determine the training and planning they need to win. Likewise, the IUP Career and Professional Development Center provides students with coaching and support on how to be active participants in their own career and professional development.

Use this checklist to keep you on track and ahead of the competition throughout your career at IUP and beyond.

SEE INSIDE FOR YOUR FIVE-YEAR+ WINNING STRATEGY

YEAR TWO: FOCUS

(SEMI-PRO)

TOP FIVE TIPS ● ● ● ● ●

- Meet with a career coach and faculty advisor or mentor.
- Review strengths and identify opportunities to enhance and develop skills.
- Commit to a major before year three.
- Research career options related to your chosen major.
- Update your résumé.

BONUS POINTS ★

- Draft your elevator speech (your 30-second self-branding pitch).
- Attend a networking event.
- Conduct informational interviews with employers.
- Develop leadership skills (e.g., become a committee chairperson of an organization).
- Participate in a study-away program (e.g., Disney College Program, Education Abroad, National Student Exchange, The Washington Center).
- Consider a minor or concentration to complement your major.
- Find a summer work experience that relates to your career path.
- Participate in events and programs related to your desired career.

*"It's hard to beat a person who never gives up."
—Babe Ruth*

YEAR THREE: PREPARE

(PRO)

TOP FIVE TIPS ● ● ● ● ●

- Meet with a career coach and faculty advisor or mentor.
- Update your résumé.
- Develop a LinkedIn profile.
- Attend networking events.
- Strongly consider a practical professional experience (internship, practicum, etc.).

BONUS POINTS ★

- Assume a leadership role in an organization.
- Create a business card for networking.
- Attend career and internship fairs.
- Explore graduate school options; take the appropriate admissions exams.
- Improve your interviewing skills by participating in the CPDC Mock Interview Program.
- Participate in job shadowing.
- Begin building your professional wardrobe.

*"A goal without a plan is just a wish."
—Antoine de Saint-Exupéry*

YEAR FOUR: ACT

(ALL-STAR)

TOP FIVE TIPS ● ● ● ● ●

- Meet with a career coach and faculty advisor or mentor.
- Start your job search or graduate school application process six to nine months before graduation.
- Target your résumé and cover letters to specific positions; have them critiqued at the CPDC.

- Research employers and apply for positions; keep a record of each application and follow up.

- Attend career fairs.

BONUS POINTS ★

- Update your elevator speech.
- Continue to network with alumni and professionals in your field.
- Identify professors, work supervisors, and advisors who can serve as professional references.
- Update your LinkedIn profile and other social media sites.

*"Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it."
—Michael Jordan*

YEAR FIVE & BEYOND: THRIVE

(HALL OF FAME)

TOP FIVE TIPS ● ● ● ● ●

- Complete the IUP Graduate First Destination Survey.
- Join a professional organization.
- Encourage your employer to recruit at IUP.
- Continue to network.
- Attend IUP alumni events and share your knowledge to help other alumni and future IUP graduates.

BONUS POINTS ★

- Regularly update your résumé.
- Identify a mentor in your profession.
- Set goals to advance your career.
- Utilize IUP CPDC services.
- Discuss with your supervisor ways to advance your career.
- Consider an advanced degree or professional certificate.
- Maintain your LinkedIn profile.
- Keep your career and contact information up to date with IUP Alumni Relations.

*"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do."
—Pelé*