



CAREER AND PROFESSIONAL
DEVELOPMENT CENTER

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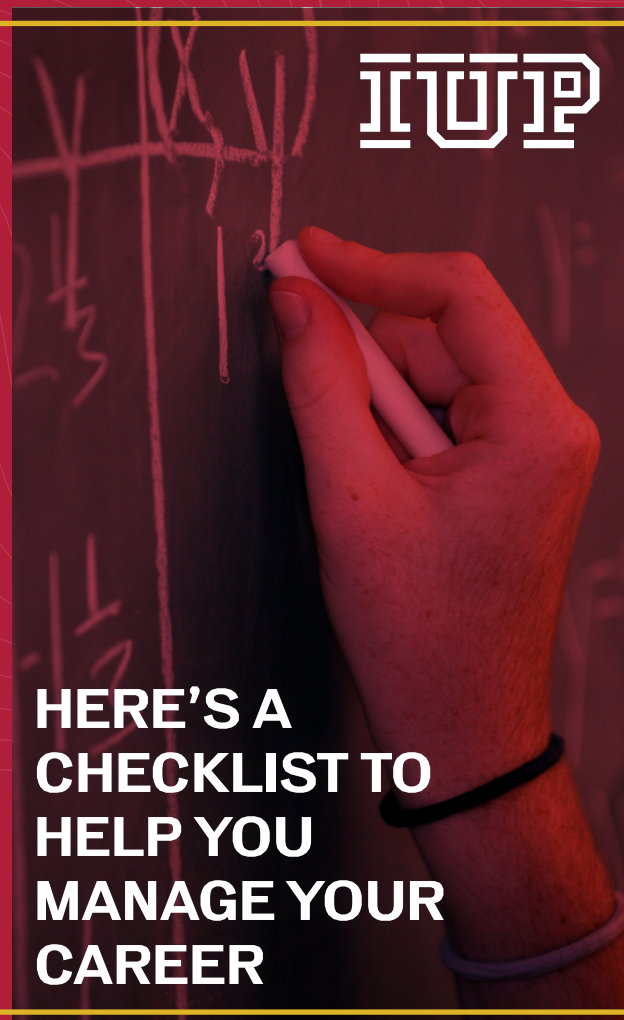
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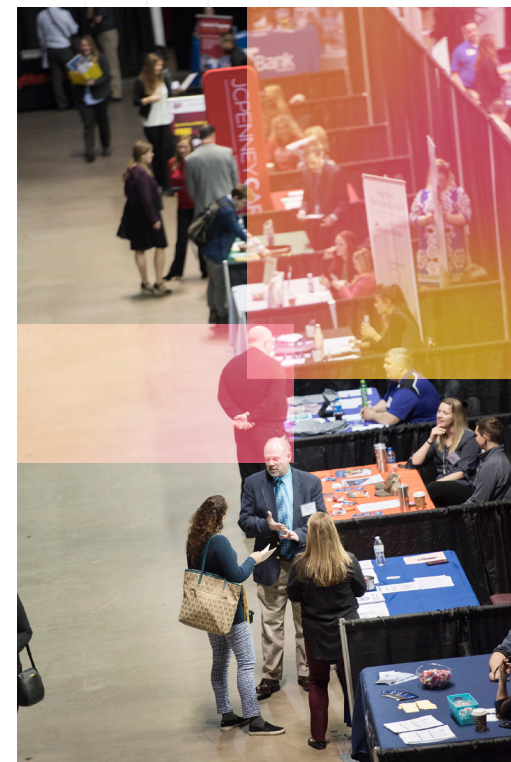
LINKEDIN
IUP Career Development and Networking
IUP Alumni

PINTEREST
IUP Career and Professional
Development Center

WHAT IS YOUR GAME PLAN?



**HERE'S A
CHECKLIST TO
HELP YOU
MANAGE YOUR
CAREER**



**IUP CAREER AND PROFESSIONAL
DEVELOPMENT CENTER**

CAREER GAME PLAN

A champion always has a strategy, and good coaches help athletes make the plan to win. Likewise, the IUP Career and Professional Development Center provides students with coaching and support for finding a rewarding career in their chosen field.

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

**SEE INSIDE FOR YOUR FIVE-YEAR+
WINNING STRATEGY**

YEAR ONE: EXPLORE

(ROOKIE) ➔

Top Five Tips

- Visit the Career and Professional Development Center (CPDC). Like us on Facebook; follow us on Twitter, Instagram, and Pinterest; join our LinkedIn groups.
- Meet with a career coach and faculty advisor or mentor.
- Join an organization.
- Draft a résumé.
- Attend a career and internship fair.

Bonus Points

- Participate in community service activities.
- Get a part-time job.
- Take a career/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.
- Create an account on Handshake (iup.joinhandshake.com).

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/develop skills.
- Commit to a major before year three.
- Research career options related to your chosen major.
- Update your résumé.

Bonus Points

- Begin a master résumé that includes all experiences.
- Draft your elevator speech (your 30-second self-branding pitch).
- Attend a networking event.
- Conduct informational interviews with employers.
- Develop leadership skills (e.g., chair of a committee).
- Prepare to participate in a study-away program (National Student Exchange, The Washington Center, etc.).
- 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.
- Utilize CPDC resources such as Candid Career and What Can I Do with This Major?

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.
- Engage in formal 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.
- Conduct an informational interview.
- Participate in the CPDC Business and Dining Etiquette Dinner Program.

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 and Handshake profiles.

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 with students, alumni and other professors when possible.
- 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 the IUP Office of Alumni and Friends.