



Career and Professional Development Center

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• IUP Career Development & Networking
• IUP Alumni

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What Is Your Game Plan?



Here's a checklist to help you launch your career and design your life.



VISIT THE IUP CAREER AND PROFESSIONAL DEVELOPMENT CENTER.

CAREER GAME PLAN

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

Use this checklist to stay on track and ahead of the competition throughout your career at IUP and beyond. See us in the CPDC to learn how life design—the framework for planning and building a meaningful, fulfilling career and life—can positively impact your future.

SEE INSIDE FOR YOUR FIVE-YEAR+ WINNING STRATEGY

Year One:

EXPLORE

(Rookie)

Top Five Tips

- Visit the Career and Professional Development Center (CPDC). Follow us on social media.
- Meet with a career coach, faculty advisor, mentor, or navigator.
- Join an organization.
- Draft a résumé.
- Attend a career/internship/graduate school fair or meetup.

Bonus Points

- Do volunteer work.
- Take a career/personality assessment, using the Focus 2 tool. Log in to MyIUP, go to Discover, and search “job.”
- Get a part-time job.
- Talk with people in jobs that interest you to learn from their experiences. (Also known as an informational interview or prototype conversation.)
- Identify at least four skills employers look for and plan how you will acquire those skills before graduation.
- Activate your Handshake profile (iup.joinhandshake.com).
- Work with the CPDC to complete your collegeview/workview/lifeview.
- Through the CPDC, learn how life design and professional development can positively impact you and your future.

Year Two:

FOCUS

(Semipro)



Top Five Tips

- Meet with a career coach and faculty advisor, mentor, or navigator.
- Review strengths and identify opportunities to enhance/develop skills, including skills that set you apart.
- 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 networking events, career/internship/graduate school fairs, or meetups.
- Conduct informational interviews/prototype conversations with employers.
- Develop leadership skills (e.g., chair a committee).
- Prepare to participate in a work/study-away program (e.g., The Washington Center, Disney College Program, study abroad).
- Consider a minor, concentration, or research opportunity.
- 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 What Can I Do With This Major? and Big Interview.

Year Three:

PREPARE

(Pro)



Top Five Tips

- Meet with a career coach and faculty advisor, mentor, or navigator.
- Update your résumé.
- Develop a LinkedIn profile.
- Attend networking events.
- Engage in formal, practical professional experiences (e.g., internship, practicum, research).

Bonus Points

- Assume a leadership role in an organization.
- Create a business card for networking.
- Attend networking events, career/internship/graduate school fairs, or meetups.
- Explore graduate school options; take the appropriate admissions exams.
- Improve your interviewing skills by participating in the CPDC Mock Interview Program and/or Big Interview.
- Participate in job shadowing.
- Begin building your professional wardrobe (visit the Crimson Closet).
- Conduct informational interviews/prototype conversations.
- Participate in a CPDC business and dining etiquette program.

Year Four:

ACT

(All-Star)



Top Five Tips

- Meet with a career coach and faculty advisor, mentor, or navigator.
- Start your job search or graduate school application process 6-9 months before graduation.
- Target your résumé and cover letters to specific positions; have them reviewed by the CPDC.
- Research employers and apply for positions. Create an application tracking sheet and follow up.
- Attend career/internship/graduate school fairs or meetups.

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.
- Attend CPDC programs (Career Ready Seminar Series, Professional Panel Series).
- Refer others to the CPDC.
- Seek opportunities for professional development.

Year Five and 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 professionals.
- Attend IUP alumni events and share your knowledge to help other alumni and future IUP graduates.

Bonus Points

- Regularly update your résumé and LinkedIn profile.
- Identify a mentor in your profession.
- Set goals to advance your career.
- Use IUP CPDC services.
- Discuss with your supervisor ways to advance your career.
- Consider an advanced degree or professional certificate.
- Donate your time, talent, and treasure. IUP CPDC Foundation Funds: Career and Professional Development (8080), Internship Support Initiative (8580), and Professional Clothing-Career Closet (8581).
- Keep your career and contact information up-to-date with the IUP Office of Alumni and Friends.