

Career Planning Checklist:

A Resource for First-Years and Sophomores

This list of actions is designed to help you move forward with your career planning and explore career paths and opportunities that fit your goals.

- **Join one or more of the [Career Pathways](#) and mark your calendar for upcoming events** (including Career Month in February: [Business, Finance, and Data Science](#), [Creative Arts and Communication](#), [Law and Public Service](#), [Science and Health Care](#), or [Build Your Own](#) Pathway).
- **Develop and update your resume.** Review [resume resources on Handshake](#), including sample resumes for each Career Pathway. Add experiences from this year, such as relevant coursework, work or internship opportunities.
- **Connect with your career advisor and use the CAC's resources.** You can make a virtual appointment [on Handshake](#) to meet with an advisor via phone or video. Access [career planning resources](#) on Handshake, register for upcoming webinars and [virtual events](#), and keep up to date with Career Pathway Newsletter emails every other Tuesday.
- **Explore different career options and learn about yourself.** Take a [Focus 2 Survey](#) (new users access code-"forester"), that will provide you with a work interests assessment, based on your values, skills, personality and leisure activities.
- **Build your network through virtual connection.** Read about [how to create and maintain connections](#) in career fields of interest to you. Create a [LinkedIn account](#) and connect with the people you know, then [search for alumni on LinkedIn](#) who have careers you are interested in or who have similar interests. Also see this informative post ["30 Things College Students Should be Doing on LinkedIn Right Now."](#)
- **Conduct virtual informational interviews on platforms like Zoom or Skype, or even a phone call.** Do you have a family friend, relative or other contact who does work you're interested in? Have you connected with alumni or other professionals on LinkedIn? Ask if they have time for a virtual ["informational interview"](#) to learn more about their career and how to gain experience and skills applicable to the field – it's a great way to add someone to your network!
- **Identify opportunities for spring, summer or fall.** Find jobs and internships in [Handshake](#), part-time local jobs like babysitting and tutoring in [QuadJobs](#), additional internships on [Internships.com](#), or volunteer opportunities on [Volunteer Match](#). Also see the Career Milestone Guide [Identifying and Researching Companies/Organizations](#). If you are a rising

junior or rising senior, you can consider pursuing a Summer 2021 or Fall 2021 internship for credit; however, sophomores who wish to participate must submit a written appeal. Get the process started by completing the [Internship Interest Survey](#) and talking with your faculty advisor about when it might work for your academic schedule. Learn more about academic (for-credit) internships [here](#).

- **Plan ahead for graduate school if you are considering continuing your education.** Conduct research on programs of interest, requirements, and any standardized tests you will need to take to qualify.

Additional Resources

- **Complete trainings** to round out your skills and make yourself marketable in applications. Check out the [Microsoft 365 Training Center](#) to brush up on your skills with Excel, Word, PowerPoint, Outlook, SharePoint and more. Try out [Excel Exposure](#) for more free Excel training. Explore [Trailhead Salesforce Training](#) for a fun way to learn Salesforce, a common customer-relationship management service used in marketing, sales and other fields. You can also take courses related to Presentation Skills, Interviewing Strategies, Equality and Inclusion, Management, Google Analytics, GitHub, App Building, Reports and Dashboards and so much more!
- **Get inspired by these TEDx Videos:** [Designing your Personal Brand](#), [How to find and do work you love](#), and [Three Questions to unlock your authentic career](#)

ADDITIONAL SEARCH RESOURCES

All Career Pathways

- [GoinGlobal](#): Can be used to identify employers who have a pattern of seeking to hire international professionals in the US and a database of current job opportunities.
- [MYVISAJOBS](#): Offers the most current listing of employers that offer H1-B visas and you can use the search function based on company name or location.

Creative Arts and Communication

- [American Alliance of Museums](#)
- [Chicago Artist Coalition](#)
- [Idealist.org](#)
- [Midwest Museums Association](#)
- [NPO.net](#)

Law and Public Service

- [American Alliance of Museums](#)
- [Idealist.org](#)
- [Midwest Museums Association](#)
- [NPO.net](#)
- [USAJOBS.gov](#)

Science and Health Care

- [American Association of Medical Colleges - Summer Enrichment Programs Database](#)
- [American Association of Medical Colleges - Summer Undergraduate Research Programs](#)
- [American Chemical Society Internships](#)
- [American Physics Society Internships](#)
- [American Psychological Association Research Experiences for Undergraduates](#)
- [BioSpace.com](#)
- [Chicago Environmental Network](#)
- [EnvironmentalScience.Org Internships](#)
- [National Science Foundation Database Research Experiences for Undergraduates](#)

Business, Finance, and Data Science

- [RippleMatch](#)
- [Built in Chicago](#)
- [The Balance Careers-Finance](#)
- [American Marketing Association](#)
- [Society of Human Resources Management \(SHRM\)](#)
- [IHireAccounting](#)
- [Simply Hired-Data Science](#)
- [Github Jobs](#)
- [StackOverflow Jobs](#)