

- Begin to think about your goals for the future. How will you get there? Log on to CareerBeam (<https://saweb.memphis.edu/ces/cb/careerbeam.htm>) and take career assessments to give you more insight on your vision, personality, interest, skills, and values.
- Take more in-depth career assessments such as the Myers- Briggs Type Indicator, Strong Interest Inventory, Self Directed Search, and gain access to the DISCOVER program. These assessments can be arranged through Career Counseling, 211 Wilder Tower, 678-2068.
- Visit Career Services, 400 Wilder Tower. Ask for assistance finding resources regarding various majors and occupations. Familiarize yourself with the services offered to students.
- Attend “Discover Your Major Day” (during the fall semester) and browse “What Can I do with a Major In?” on the Career Services website (www.memphis.edu/careerservices) to gather more information about University of Memphis majors and associated careers.
- Register with Career Services through eRecruiting (www.memphis.edu/careerservices). Put together your first resume using Optimal Resume (www.memphis.optimalresume.com) and have it critiqued by a staff member in Career Services. Upload your resume into eRecruiting and explore part time and summer jobs that are relevant to your career path.
- Review the six Career Competencies outlined on the Career Services website (http://saweb.memphis.edu/ces/CareerComp/cc_intro.htm). Assess what competencies you need to develop and read the suggestions how to strengthen your skills. Talk with a Career Advisor for additional help in developing these core competencies. Call 678-2239.
- Identify the resources available on campus. Choose an organization or activity that interests you to become involved in. Visit www.saweb.memphis.edu/rsoreg/RSOList.asp, for a list of Registered Student Organizations.
- Begin to think professionally. Check your voice mail, email address, and social networking sites to make sure they contain appropriate and professional information. Determine your ability to pass a drug test, credit history report, or criminal background check.
- Set beginning career goals for yourself. Review your individual career and academic plan and make note of what you need to accomplish in order to reach your career goals.

Tiger Career Countdown: Individual Career Plan



NAME:

TIME PERIOD COVERED:

| GOALS | RELATIONSHIP OF GOALS TO MY CAREER PLAN | SKILLS DEVELOPED | STEPS/STRATEGIES | DEADLINE | RESOURCES | ACHIEVEMENT REVIEW | DOCUMENTATION |
|-----------------------------|---|--|----------------------------|----------------------------|-----------------------|--------------------------|-----------------------------|
| Career Goals Goal 1: | My goals have relevance because | My goals involve developing the following skills | Activities I will pursue | Time frame | Resources I will need | Evaluation for each step | Documentation for each step |
| Goal 2: | | | 1. 2. 3. 4. 5. | 1. 2. 3. 4. 5. | | | |
| Goal 3: | | | 1. 2. 3. 4. 5. | 1. 2. 3. 4. 5. | | | |

- Begin to gather information about careers of interest. Log on to CareeBeam and visit the “E-Library” section to research occupations and organizations that interest you. Visit the Career Services Resource Library, 400 Wilder Tower, for more information on career related topics.
- Participate in the Career Encounters program to shadow a professional in your field by contacting Career Counseling at 678-2068 or visiting 211 Wilder Tower.
- Research graduate/professional programs and admissions requirements if you plan to continue your education after you complete your undergraduate degree. Schedule an appointment with a Career Advisor to talk about your Graduate School plans by calling 678-2239.
- Identify internship opportunities in your field. Log on to eRecruiting to review internships and part time job opportunities. Schedule an appointment with the Assistant Director for Employer Relations and Internships for additional assistance by calling Career Services at 678-2239.
- Develop leadership skills by continuing your involvement in student organization and community activities. Update your resume with new activities and leadership positions.
- Attend Career and Internship Fairs to see what types of companies and positions are available. Remember to **Dress Professionally**. Visit the Career Services website at www.memphis.edu/careerservices for details.
- Continue to think professionally. Review your voice mail, email address, and social networking sites to make sure they contain appropriate and professional information. Determine your ability to pass a drug test, credit history report, or criminal background check.
- Review and revise your career goals to make them more specific. Review your individual career and academic plan and make note of what you need to accomplish in order to reach your career goals.

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- Acquire an internship or co-op in your field of study. Contact the Assistant Director of Employer Relations and Internships at 678-2239 regarding possible internship opportunities and search strategies.
- Participate in the Career and Internship Expo, Education Fair or STEM Fair as a method to obtain an internship. Check the Career Services website, www.memphis.edu/careerservices, for more information on dates and details.
- Attend workshops hosted by Career Services to gain knowledge of career/job search topics. For a list of upcoming Career Services events and podcast workshops, visit www.memphis.edu/careerservices.
- Get involved in a professional organization related to your career field. Student memberships are often available. Ask a professor for a recommendation or talk with a Career Services staff member to help identify the right organization for you.
- Make contacts with professionals in your field. Begin to network through faculty, staff, family and peers to establish contacts that will be helpful in your job search process.
- Update your resume. Check to make sure your resume and profile are current in eRecruiting. Research full-time employment opportunities for after graduation and familiarize yourself with On Campus Interviews through eRecruiting.
- Practice your interview skills. Begin by logging on to Optimal Interview on the Career Services website to complete a practice interview. For additional interview assistance, schedule an appointment with Career Services to complete a Mock Interview.
- Take graduate admissions exams and complete graduate/professional school applications. Make a list of important application dates and meet all deadlines. Get help from a Career Services staff member with your personal statement and application.
- Continue to think professionally. Re-evaluate your voice mail, email address, and social networking sites to make sure they contain appropriate and professional information. Determine your ability to pass a drug test, credit history report, or criminal background check.
- Update your career goals to make them time appropriate. Review your individual career and academic plan. Make note of what you need to accomplish in order to reach your career goals.

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- Fine tune your resume and cover letters. Use Optimal Letter on the Career Services website to assist you in writing a professional cover letter. Schedule an appointment with a Career Advisor to have your resume and cover letters critiqued again by calling 678-2239.
- Be proactive in your job search. Use your networking contacts to learn of additional employment opportunities, identify companies and agencies of interest, and establish a plan to view job listings through eRecruiting and Career Beam on a weekly basis.
- Participate in the Career and Internship Expo, Education Fair and STEM Fair. Review information on how to make the most of a career fair, come **Dressed Professionally** and be ready to talk with potential employers. Check the Career Services website, www.memphis.edu/careerservices for more information on dates and details.
- Log on to eRecruiting (www.memphis.edu/careerservices) and review the list of employers that are holding interviews on campus during the fall and spring semesters. Apply for open positions that may interest you.
- Attend workshops hosted by Career Services to gain knowledge of career/job search topics. For a list of upcoming Career Services events and podcast workshops, visit www.memphis.edu/careerservices.
- Develop a list of three to five professional references. Contact professors, staff members, or supervisors that would serve as good references. Provide them with a copy of your most recent resume and a copy of the job description to which you are applying.
- Think professionally. Review your voice mail, email address, and social networking sites to make sure they contain appropriate and professional information. Determine your ability to pass a drug test, credit history report, or criminal background check.
- Begin to evaluate job offers and graduate school acceptances. Choose the best option that meets your needs and goals. Have a backup plan in case things don't turn out as originally planned.
- Notify Career Services of your post-graduation plans. Complete the Post Graduation Survey online before Cap and Gown pickup.
- Assess your career goals and review your individual career and academic plan. Note your accomplishments. What needs to be done to reach your career goals?

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