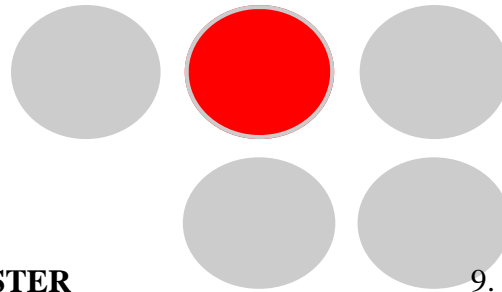


Career Development Center



GRADUATE PLAN

Since you are pursuing your graduate degree, you are probably already aware of how important your academic performance can be in obtaining a satisfying career. There are other factors, however, which are equally important.

For example, the amount of relevant experience you have by the time you graduate, the breadth of career information you have about your field, and your ability to network are a few significant predictors of success.

Following are some recommendations to help you plan most effectively for your post-graduate employment. Naturally, there are a wide variety of people and situations in graduate programs, so use these suggestions to evaluate your unique situation and identify areas, which need improvement. Then take action!

FIRST SEMESTER RECOMMENDATIONS

1. Meet with a Career Counselor, and visit the Career Development Center (CDC) and Career Resource Center (CRC) to become familiar with the resources available to you.
2. Conduct self-exploration activities such as interest inventories to confirm your choices and expand your knowledge of the types of employment for which you will be qualified.
3. Read one book on career planning.
4. Explore all student services, clubs, organizations, student government, the Student Leadership Development Program (SLDP), and extracurricular activities on campus. Choose those you wish to join.
5. Attend or volunteer at the SIUE Career Fairs held twice a year.
6. Volunteer in organizations you are curious about.
7. Conduct a minimum of three informational interviews and/or “shadow” a professional in a field of possible interest.
8. Attend a CDC orientation session and register with the CDC.

9. Look into obtaining a Graduate Assistantship, or find a career-related summer job, co-op, internship, practicum or volunteer position.
10. Read national publications/ periodicals relevant to your career.
11. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

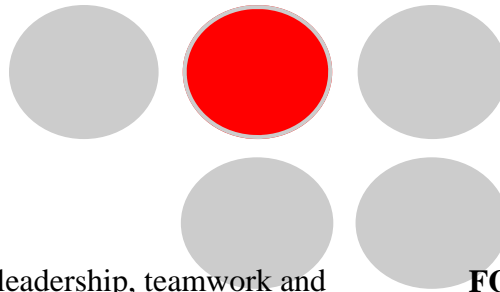
SECOND SEMESTER RECOMMENDATIONS

1. Meet with advisors, faculty, and career counselors about career options.
2. Continue researching career interests and the range of options available for your program through the CRC and Lovejoy Library resources.
3. Read one book on career development.
4. Attend or volunteer at the SIUE Career Fairs to begin networking and gathering information about companies that interest you.
5. Participate in Student Government, clubs, SLDP modules, or organizations.

Career Development Center
0281 Student Success Center
618-650-3708
www.siu.edu/careerdevelopmentcenter

SIUE

Career Development Center



6. Conduct a minimum of three informational interviews, or “shadow” professionals in your field(s) of interest. Utilize the eASK (Alumni Sharing Knowledge - internet) program through the CDC.
7. Develop a professional resume with the help of CDC counselors and/or workshops.
8. Obtain career-related experience through co-ops, internships, practicums or volunteering.
9. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

THIRD SEMESTER RECOMMENDATIONS

Graduation may not be as far off as you think! It's not too early to identify and gather information about organizations.

1. Identify at least three career options within your field of interest, and at least eight transferable skills for your career field.
2. Read one book on career planning or career strategies.

3. Demonstrate leadership, teamwork and self-discipline in a measurable way by taking an active role in clubs, activities or professional organizations.
4. Update your professional resume.
5. Participate in a mock interview to see and hear on video what potential employers will see.
6. Attend and volunteer at the SIUE Career Fairs.
7. Conduct a minimum of three informational interviews with professionals in fields of interest. Utilize the eASK program.
8. Practice writing effective cover letters.
9. Begin to prepare your professional portfolio if applicable.
10. Update your registration with the CDC to prepare for on-campus interviewing. Also explore internships, practicums, and volunteer opportunities.
11. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

FOURTH SEMESTER RECOMMENDATIONS

1. Read one book on job search strategies.
2. Develop a job search plan complete with strategies that will work for you.
3. Use the CRC to research companies and regularly check the Cougar Jobline and other available job bulletins.
4. Consider the companies that will be doing on-campus recruiting. Sign up to interview with those that interest you.
5. Attend SIUE Career Fairs and other job/career fairs. Dress professionally and bring your final resume.
6. Develop your list of references.
7. Continue your networking and informational interviewing activities.
8. Update your registration data and resume on-line as needed. You are required to update at least in Dec. & June each year.

Career Development Center
0281 Student Success Center
618-650-3708
www.siu.edu/careerdevelopmentcenter

SIUE