

# UIU Career Development [Guide Map](#) for Students

**FRESHMAN (QUESTIONS):** We view freshmen as individuals needing to ask a lot of questions about careers and how their unique skills/interests fit a particular occupational field. They do not have to declare a major at this time.

- Start a career information file to later develop into a professional portfolio
- Begin examining your short/medium/long-term goals, life purpose, mission, and vision
- Familiarize yourself with our website and connect with us via our Facebook, LinkedIn, Twitter, and Pinterest pages
- Take formal and informal assessments to learn about work values, interests, skills, and personality
- Look at the possibilities to get involved in campus organizations, as well as ways to volunteer/connect
- Talk with faculty and students about particular majors; use the academic catalog; become familiar with the entire scope of what the world of work has to offer

**SOPHOMORE (RESEARCH):** We see sophomores as individuals needing to gain some traction for the next few years. Move deliberately toward a career identity, rather than away from it in confusion.

- Learn more fully about career planning and decision making by doing some career-related research
- Consider concrete plans for an exploratory level internship experience
- Explore at least three career options in a major/s of your interest (and decide on a major)
- Conduct informational interviews and job shadows regarding various industries & career opportunities
- Begin to look for individuals to serve as references (e.g. employers, supervisors, faculty, coaches)
- Join a professional association as a student to become more familiar with the profession

**JUNIOR (DECISIONS):** We see juniors as individuals needing to solidify their career direction in key specific ways. Early preparations can be made to transition smoothly as a senior into the workforce.

- Narrow your career interests; talk with professionals in your field and research employers
- Take leadership positions in campus organizations
- Plan to enroll for a professional level internship under your advisor's guidance
- Learn about cover letter/resume writing, interviewing, and the best job search methods
- Check out the labor market and determine how it impacts your decisions
- Consider graduate school and the admission process
- Learn ways to develop a successful network (e.g. LinkedIn)

**SENIOR (JOB SEARCH):** We see seniors as individuals who can move with confidence into the professional workforce due to having laid the groundwork in previous years.

- Confirm an occupational choice in more than one field; learn career problem solving
- Have a cover letter/resume, and portfolio updated and ready to go; practice interviewing
- Participate in any on and off-campus recruiting events (tours, socials, job fairs, conferences)
- Develop a list of employers you want to pursue
- Read trade/professional publications in your field & “follow” the field/companies (via social media)
- If you’re pursuing graduate school, know your deadlines and complete all entrance requirements
- Make your network *work* for you; set out a strategy & make consistent progress toward your goal(s)!
- Report your employment to the Office of Career Development (look for graduate employment survey)



CAREER DEVELOPMENT

EDUCATION BUILT FOR LIFE

Upper Iowa University | Office of Career Development

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Located in the Student Center, 2<sup>nd</sup> Floor

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