

CAREER PATHWAYS CHECKLIST

FRESHMAN

– EXPLORE & CONNECT –

- Take Focus 2 Career assessment to explore your personality, interests, and values
- Identify Career Paths & Majors
- Connect with the CCPD, OMB S402
 - Schedule an appointment with your CCPD Professional Development Specialist
 - Attend a CCPD Event
 - Access your Gators4Hire account
- Create Resume
 - Review CCPD Resume Guide on website
 - Upload to Gators4Hire
 - Business students – review the VMock Master Class Workshop and VMock sample resumes directly on the CCPD @COB website
- Create your LinkedIn profile
 - Reach out and network with UHD Alumni to learn how they reached their career goals
 - Request a head shot appointment with the CCPD in Gators4Hire
- Explore career readiness skills
 - Identify and enhance needed skills through employment, class projects, and/or community activities
 - Create career and professional development goals within Focus 2 and update your goals each semester
- Join a UHD organization related to your career interest through Campus Groups
- Begin developing your UHD network. Reach out to faculty and staff, mentors, study groups, UHD student organizations, and classmates

SOPHOMORE

– ENGAGE & REFLECT –

- Conduct informational interviews with those working in your field of interest
- Set up an appointment with your Professional Development Specialist to focus skills and career activities based on major
- Visit CCPD website for career activities (volunteer, job shadowing, internships, part-time positions)
- Attend a CCPD Event
- Deepen your involvement in a club or organization related to your career interest
 - Log in to CampusGroups to track your progress
- Continue to develop your Network
- Build skills future employers or graduate admissions committees find valuable –volunteer, plan events, serve on a committee
- Study abroad or engage in other off-campus experiences
- Browse LinkedIn professionals in your field study groups, UHD student organizations, and classmates



**Contact us or drop in
at one of our locations:**

OMB Suite – S402
ccpd@uhd.edu
www.uhd.edu/CCPD
713-221-8980

CST – One Main Building – N725
CHSS – One Main Building – N1014
COB – Shea Street Building – B104
CPS – Commerce Street Building – C220B

CAREER PATHWAYS CHECKLIST

JUNIOR

– PLAN & PREPARE –

- Review academic progress on “Degree Progress Report”
 - Meet with your Academic Success Coordinator
- Research and review graduate and professional school admissions requirements, if interested
 - Talk to your professors and/or graduate admissions counselor
 - Research internships
- Research and review entry-level job positions and requirements
- Develop industry skills directly related to post-graduate plans (e.g. internship, software, online forums, webinars)
- Advance leadership skills within your organization related to your career interest (e.g., committee chair, or officer)
- Polish your Resume/Cover Letter
- Customize your resume to the job/internship for which you are applying using key words in the job posting to ensure you pass the Applicant Tracking System (ATS)
 - Use free tools like Jobscan and Resume Worded
- Develop your Curriculum Vitae (CV) and Personal Statement if considering graduate school
 - See the Resume/CV/Cover Letter Comparison Chart on the CCPD’s Resume/CV/Cover Letter page to determine whether a resume or CV is better for your career goal
- Attend at least 1 career fair or networking event
- Update your LinkedIn profile and network

SENIOR

– ACT & ACHIEVE –

- Complete your graduate school application
- Meet with your Professional Development Specialist to devise and implement job search strategies
- Target companies and research salaries
- Customize resumes and cover letters to specific job postings to market yourself effectively
- Ask professors, employers, and internship supervisors for letters of recommendation and endorsements on LinkedIn
- Continue to practice your interview skills
 - Schedule a Mock Interview with your Professional Development Specialist for jobs, internships, graduate or professional schools
 - Practice your interview skills through tools like Google Interview Warmup
- Demonstrate career readiness competencies by showcasing your professionalism online
 - Perform a social media audit
 - Exhibit professional projects electronically in a digital portfolio (e.g. GitHub, WordPress, YouTube)
 - Upload a professional picture
- Take the lead within your club, organization, or community group
- Network with an external professional association tied to your career interest (e.g., meeting, mixer)
 - See the professional organizations section in your major handout
- Attend at least 1 career fair or networking event
- Update your LinkedIn profile and network



Visit our website
for more details!

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