CAREER PATHWAYS CHECKLIST

Freshman – Explore & Connect

☐ Take career assessments to explore your personality, interests and values – Focus 2 Career
☐ Identify career paths & majors
☐ Connect with the Main Career Center (MCC), S402
  • Schedule appointment with Career Coach
  • Attend a MCC Event
  • Activate your Jobs4Gators account
☐ Create Resume
  • Review MCC Resume Guide on website
  • Strengthen by adding career activities
  • Upload to Jobs4Gators
☐ Explore career readiness skills
  • Identify and enhance needed skills through employment, class projects, and/or community activities
☐ Join a UHD organization related to your career interest through CampusGroups
☐ Begin developing your UHD network. Reach out to faculty and staff, mentor, study groups, UHD student organizations, and classmates

Sophomore – Engage & Reflect

☐ Consider career avenues. Conduct informational interviews with those working in your field of interest
☐ Set up appointment with Career Coach to focus skills and career activities based on major
☐ Visit MCC website for career activities (volunteer, job shadowing, internships, part-time positions)
☐ Attend a MCC Event
☐ Deepen your involvement in a club or organization related to your career interest
  • Login to CampusGroups to track your progress
☐ Continue to develop your Network

Junior – Plan & Prepare

☐ 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
☐ Create LinkedIn profile and browse LinkedIn professionals in your field
☐ Begin to think of yourself as a future professional

Senior – Act & Achieve

☐ Complete graduate school application no later than Dec.1
☐ Meet with Career Coach to devise and implement job search strategies
☐ Target companies and research salaries
  • Reach out to individuals
  • in your professional network
☐ Customize resumes and cover letters to specific job postings to market yourself effectively
☐ Ask professors, employers and internship supervisors for letters of recommendation
☐ Practice interviewing
  • Schedule Mock Interview with your career coach for jobs or graduate/professional schools
☐ Demonstrate your career readiness competencies:
  • Showcase your professionalism online
    • Perform a social media audit
    • Exhibit your professional projects electronically or in a digital portfolio (e.g. LinkedIn, Github, WordPress, YouTube, CampusGroups)
  • Upload a professional picture
☐ Take the lead within your club, organization, or community group (e.g. officer or committee chair)
☐ Network with an external professional association tied to your career interest (e.g. meeting, committee, mixer)
☐ Attend at least 1 career fair/networking event
☐ Update your LinkedIn profile and network

UHD Main Career Center
One Main Building - S402
713.221.8980 | uhdcareer@uhd.edu
CAREER READINESS SKILLS - ARE YOU CAREER READY?

Employers are hiring college students and recent graduates who know how to use their talents, strengths and interests. These students are Career Ready.

How do you become Career Ready? Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace:

- **Critical Thinking/Problem Solving**: Approaches problems with creativity and a 'can-do' attitude. Does not give up when faced with a problem; can sort things out logically and creatively. Solutions-focused.

- **Oral/Written Communications**: Able to write, speak, and listen well to others. Possess public speaking skills; able to clearly express ideas to others; and write/edit memos, letters, and complex technical reports clearly and effectively.

- **Teamwork/Collaboration**: Builds collaborative relationships with colleagues and customers representing diverse groups and viewpoints. Able to work within a team structure, and negotiate and manage conflict.

- **Technology**: Leverages existing technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.

- **Leadership**: Leverages others’ strengths to achieve common goals. Able to assess and manage one’s emotions and those of others; uses empathetic skills to guide and motivate; and organizes, prioritizes, and delegates work.

- **Professionalism/Work Ethic**: Demonstrates personal accountability and effective work habits; punctuality, working with others. Understands the importance of a professional work image and displays integrity and ethical behavior.

- **Career Management**: Identifies and articulates skills, strengths, knowledge, and experiences; navigates and explores career/academic options, and pursues these opportunities. Understands how to self-advocate for advancement in the workplace.

- **Global/Intercultural Fluency**: Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates the ability to interact respectfully with all people, and understands individuals’ differences.

UHD MAIN CAREER CENTER

**Services**
- Career Planning
- Self-Assessments
- Jobs4Gators System
- Résumé/CV & Cover Letter Writing
- Graduate School Applications
- Interview Preparation
- Job Search Strategies
- Networking Advice
- Internship Guidance
- Career Fairs

**Contact Us**
713.221.8980
One Main Building S402
uhdcareer@uhd.edu
www.uhd.edu/career
Social Media: /uhdcareer

Call for Drop-in hours!

**Career Coaches**
- Humanities & Social Sciences
  - Shana’ Brown
- Public Service
  - Lisa Gonzales-Hatfield
- Sciences & Technology
  - Tim Coulter
- University College
  - Christy Cervantes

Phone, Zoom, and in person appointments available