

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 [CCPD, OMB S402](#)
 - [Schedule an appointment](#) with a Career Coach
 - Attend a Career Center Event
 - Activate your [Gators4Hire](#) account
- ☐ Create [Resume](#)
 - Review CCPD [Resume Guide](#) on website
 - Upload to [Gators4Hire](#)
- ☐ Create your [LinkedIn profile](#)
 - Reach out and network with past [LinkedIn UHD Alumni](#) to learn how they reached their career goals by conducting [informational interviews](#)
 - Attend one of our ‘Link Up with LinkedIn’ events to perfect your profile
- ☐ 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 set 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, 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 an [appointment](#) with your Career Coach to focus skills and career activities based on major
- ☐ Visit [CCPD website](#) for career activities (volunteer, job shadowing, internships, part-time positions)
- ☐ Attend a [Career Center 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
- ☐ Create your [LinkedIn profile](#) and browse LinkedIn professionals in your field

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 admissions counselor
 - Research requirements
- ☐ 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 your leadership skills within your organization related to your career interest or passions (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 [resumeworded](#) to ensure your resume matches the job/internship posting
- ☐ 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
- ☐ Create, practice, and perfect your [Elevator Pitch](#)
 - Focus on skills, abilities and personal strengths
- ☐ Attend CCPD events and workshops. See dates on the [UHD CCPD Calendar](#), [Instagram](#), [LinkedIn](#) or [Facebook](#)
- ☐ Enhance your [LinkedIn](#) profile and network
 - Continue to reach out to [LinkedIn UHD Alumni](#) and other professional contacts
 - Attend another ‘Link Up with LinkedIn’ event to perfect your profile
- ☐ Apply for Internships or take a [Field Experience](#) course related to your major
- ☐ Practice interviewing
 - Schedule [Mock Interview](#) with your Professional Development Specialist for jobs, internships, graduate or professional schools
 - Practice your interview skills through tools like [Google Interview Warmup](#).

Senior – Act & Achieve

- ☐ Complete your [graduate school application](#)
- ☐ Meet with Professional Development Specialist 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
 - Use free tools like [jobscan](#) and [resumeworded](#)
- ☐ Ask professors, employers, and internship supervisors for letters of recommendation and for endorsements and recommendations on [LinkedIn](#)
- ☐ Continue to practice your interview skills
 - Schedule [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 your [career readiness competencies](#) by showcasing your professionalism online
 - Perform a social media audit
 - Exhibit your professional projects electronically or in a digital portfolio (e.g. [LinkedIn](#), [GitHub](#), [WordPress](#), [YouTube](#))
 - 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)
 - See the professional organizations section in your [major handout](#) for more and talk to your Professional Development Specialist!
- ☐ Attend at least 1 career fair or networking [event](#)
- ☐ Update your [LinkedIn](#) profile and network

Contact Us!

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Drop In Hours Available:
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Thursday, 2pm & 6pm
Friday, 10am & 3pm

