

## First Year: A Year of Self-Discovery Career Planning Guide Checklist

<p><b>Discover Your Interests, Skills, Talents and Values</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and assess your interests and skills             <ul style="list-style-type: none"> <li>• Read the Luther College Catalog and select one elective course of interest to you</li> <li>• Read media, textbooks, newspapers, books related to your interests</li> <li>• Complete an interest inventory (e.g. Strong Interest Inventory, MBTI, StrengthsFinder)</li> </ul> </li> <li><input type="checkbox"/> Complete the required Lifetime Health &amp; Wellness Course for first year students</li> <li><input type="checkbox"/> Investigate and selectively join 1-2 campus clubs or organizations</li> <li><input type="checkbox"/> Pursue a summer job or volunteer opportunity related to your interests</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Explore Majors and Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Talk to your Advisors, Faculty, Career Counselors, or mentors about majors, study abroad &amp; careers</li> <li><input type="checkbox"/> Explore majors, courses and requirements</li> <li><input type="checkbox"/> Explore career options by major             <ul style="list-style-type: none"> <li>• Explore web resources at <a href="http://www.luther.edu/career/explore/majors/">www.luther.edu/career/explore/majors/</a></li> </ul> </li> <li><input type="checkbox"/> Make a tentative decision on your major</li> <li><input type="checkbox"/> Conduct an informational interview with someone in your field of interest</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Prepare for the World of Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Draft a college resume</li> <li><input type="checkbox"/> Schedule an appointment with the Career Center to have your resume reviewed by calling 563.387.1025.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>

## Second Year: A Year of Exploration Career Planning Guide Checklist

<p><b>Finalize Major and Commit to Academic Success</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If undecided, meet with a Career Counselor to assess your progress and confirm your choice of major, including study abroad</li> <li><input type="checkbox"/> Meet with your Academic Advisor to map out how you will complete the requirements for your major</li> <li><input type="checkbox"/> Begin to explore graduate school, if needed for your career interests</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Become Familiar with a Range of Careers in Your Major(s)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explore how your major, interests and skills relate to career fields:             <ul style="list-style-type: none"> <li>• Explore web resources at <a href="http://www.luther.edu/career/guide/sophomores/">www.luther.edu/career/guide/sophomores/</a></li> </ul> </li> <li><input type="checkbox"/> Interview people to learn more about work in your field of interest (Use the Luther College Alumni Directory and LinkedIn to find contacts.)</li> <li><input type="checkbox"/> Arrange a job shadow experience or participate in the Decorah Area Job Shadow Program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Engage in Applied Learning Opportunities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Join campus committees &amp; organizations and identify leadership positions</li> <li><input type="checkbox"/> Gain work experience to explore your interests and develop skills through part time jobs, work-study or an internship             <ul style="list-style-type: none"> <li>• Attend Career Center Events featuring Alumni/Employers</li> <li>• Scan Handshake system for opportunities</li> </ul> </li> <li><input type="checkbox"/> Take advantage of undergraduate research opportunities within your major</li> <li><input type="checkbox"/> Participate in volunteer/community service</li> <li><input type="checkbox"/> Consider study abroad opportunities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Prepare for the World of Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update and expand your college resume</li> <li><input type="checkbox"/> Log on to the Handshake system to create your profile</li> <li><input type="checkbox"/> Create a LinkedIn profile</li> <li><input type="checkbox"/> Before interviewing for a work experience, participate in a Mock Interview with the Career Center</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>

**Third Year: A Year of Investigation**  
**Career Planning Guide Checklist**

<p><b>Expand Your Academic Knowledge</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work closely with faculty to review your remaining academic requirements and complete your major</li> <li><input type="checkbox"/> Discuss your career aspirations with your faculty advisor (e.g. work, graduate school, full-time volunteer service)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Refine Your Career Interests and Acquire Professional Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to explore career fields and identify preferred work settings</li> <li><input type="checkbox"/> Conduct informational interviews or job shadow</li> <li><input type="checkbox"/> Seek a related campus or off-campus work-study position or job related to your career interest</li> <li><input type="checkbox"/> Hold a leadership position on a committee or in a student organization (e.g. music, athletics, SAC, etc.)</li> <li><input type="checkbox"/> Engage in off-campus applied learning opportunities:       <ul style="list-style-type: none"> <li>• Internship</li> <li>• Undergraduate research</li> <li>• Volunteer service</li> <li>• Study abroad</li> <li>• Clinical/Practicum/Field Experience</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Prepare for the World of Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revise your college resume and develop a cover letter to market your qualifications</li> <li><input type="checkbox"/> Upload your resume and cover letter in to the Luther Handshake system</li> <li><input type="checkbox"/> Update and expand your LinkedIn profile</li> <li><input type="checkbox"/> Use the LinkedIn and the Alumni Directory to build a professional network</li> <li><input type="checkbox"/> Research and explore employment and post-grad volunteer service opportunities</li> <li><input type="checkbox"/> Attend Fall and Spring Career Fairs</li> <li><input type="checkbox"/> Attend career-related panels, on-campus employer recruiting sessions, and ICoRN events</li> <li><input type="checkbox"/> Participate in a mock interview with the Career Center</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Prepare for the World of Graduate School</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend <i>Considering Graduate School</i> workshop       <ul style="list-style-type: none"> <li>• Identify potential graduate or professional schools</li> <li>• Attend Fall Graduate &amp; Professional School Fair</li> <li>• Research program application timelines and requirements</li> <li>• Prepare for entrance exams</li> </ul> </li> <li><input type="checkbox"/> Research post-grad Fellowship and Scholarship Opportunities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>

**Fourth Year: A Year of Decision-Making  
 Career Planning Guide Checklist**

<p><b>Complete Academic Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pursue academic success and complete your senior research project/paper</li> <li><input type="checkbox"/> Confirm your remaining degree requirements early</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Gain Career-Related Experience and Develop Your Professional Identity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Join professional associations in your career field</li> <li><input type="checkbox"/> Attend and present at conferences or events</li> <li><input type="checkbox"/> Obtain career-related experience through a part-time job, internship or research experience</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Finalize Graduate and Professional School Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete graduate school application process           <ul style="list-style-type: none"> <li>• Application forms</li> <li>• Register and complete admission exams</li> <li>• Personal statements and admissions essays</li> <li>• Request and obtain faculty recommendations</li> <li>• Participate in a mock interview with the Career Center</li> <li>• Apply for graduate assistantships and financial aid</li> </ul> </li> <li><input type="checkbox"/> Accept Graduate school offer</li> <li><input type="checkbox"/> Attend the "Grad Finale" event and pick up your cap &amp; gown!!</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
<p><b>Implement Your Job Search and Secure a Position</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a job search strategy           <ul style="list-style-type: none"> <li>• Meet with a Career Counselor or a mentor</li> <li>• Customize your resume &amp; cover letter for each position</li> <li>• Finalize your profile in the Luther Handshake system and on LinkedIn</li> </ul> </li> <li><input type="checkbox"/> Identify and research potential employers, companies, and organizations and the opportunities they offer</li> <li><input type="checkbox"/> Participate in:           <ul style="list-style-type: none"> <li>• Fall and Spring Career Fairs</li> <li>• On-campus recruiting</li> <li>• Recruiting events hosted by the Iowa College Recruiting Network (ICoRN)</li> </ul> </li> <li><input type="checkbox"/> Actively review the Luther Handshake system for job openings</li> <li><input type="checkbox"/> Invest a little time each day to your job search.</li> <li><input type="checkbox"/> Prepare your 30 second introduction for networking situations</li> <li><input type="checkbox"/> Practice interviewing with a mock interview</li> <li><input type="checkbox"/> Apply for positions, interview and follow-up with employers</li> <li><input type="checkbox"/> Accept a position</li> <li><input type="checkbox"/> Attend the "Grad Finale event and pick up your cap &amp; gown!!</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>