

***Review your checklist at least once per semester to monitor your progress. The Career Center partners with you, providing resources and advice throughout this process. Make at least one appointment per semester with a Career Advisor.***

## **My Career Readiness Checklist**

### **Self-Knowledge**

- I have considered what is important to me in life and how my work will fit it.
- I understand the need for self-assessment because I am my own best resource in the career and life planning process.
- I have identified my strongest abilities and skills.
- I have identified the personal values that are important as I make career decisions.
- I have identified my interests.
- I can describe my preferred work environment.
- I have thought about the type of lifestyle I want.
- I can articulate experiences and achievements that clarify a pattern of interests and abilities that are relevant to my career.

### **Knowledge of Employers and Careers**

- I have focused my career choices and researched these fields using a variety of current career/employer information.
- I have conducted an informational interview with at least one person in each of the career fields I am considering.
- I have identified employers, faculty, alumni, or others to interview who are relevant to my career fields.
- I have started to develop a broad list of job titles to research, realizing that job titles don't always capture the best work.
- I have developed some primary career objectives and have identified some key employers with whom I could start.
- I have participated in internships, extracurricular, and volunteer activities that relate to my chosen career fields.

### **Knowledge of Job Search Strategies**

- I can answer the question, "Why should I hire you?" with hard evidence.
- I know how to network effectively and I've already begun building relationships with people in my career field.
- I know how to dress appropriately for networking events, job interviews and work.
- I have asked individuals to serve as professional references.
- I have taken advantage of the Career Center's resources.
- I have written an effective resume and cover letter and asked an expert for feedback.
- I have developed a strong, descriptive LinkedIn profile which includes at least 3 recommendations.
- I have joined a professional association related to my fields of interest and have joined relevant LinkedIn groups.
- I know where to search for jobs targeted to my current fields of interest.
- I have prepared for job interviews by completing a mock interview.
- I know how to follow up after a job interview.
- I know how to evaluate a job offer.