

# Career Prep

# PROCESS MAP WORKSHEET

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## **DIRECTIONS:**

Make a copy of this document. Use this worksheet to brainstorm, take inventory, plan, hold yourself accountable, and check-in with yourself throughout your career journey. Each section does not need to be completed linearly and can be returned to as needed. Refer to the Career Prep Process Map [here](#).

## RESEARCH

### ACTION PLAN

**What am I looking into specifically:**

**When will I engage in researching (assign dates):**

**Where/how will I look and gather information:**

**What is my research next steps:**

**What will I do with this information?**  
What research do I still need to do?

### REFLECTION & GOALS

(Reminder, SMART goals = specific, measurable, achievable, relevant, time bound)

- Affiliated Reflection Questions:**
- What were 3 key findings from my research?
  - What am I still curious about?
  - What SMART Goal can I set to support gathering information regarding curiosities I still have and/or new curiosities?

## SELF-ASSESSMENT

### ACTION PLAN

**Which self-assessment(s) will I take:**  
*Tip: Take a variety! Personality, major, career, work style, etc. These can all provide preliminary information to you about yourself!*

**When will I take it/them (assign dates):**

**Results:**

**What is my self-assessment next steps:**  
What will I do with this information? What am I still curious about?

### REFLECTION & GOALS

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- Affiliated Reflection Questions:**
- What were 3 things that DID NOT surprise me from the self-assessment results? What were 3 things that DID surprise me?
  - How could my results serve as indicators for next steps? (courses to take, internships to pursue, people to talk to, etc.)
  - How can this support a plan moving forward when it comes to career exploration? How does this align with my existing plan?
  - What SMART goals can I set with this new information and in relation to my next steps?

## MAJOR – CAREER CONNECTION

### ACTION PLAN

**When will I investigate this by (assign dates):**

**How will I gather this information:**  
*Tip: Go to your school's LinkedIn page, click on "Alumni" tab, scroll to "What they studied", click on your area of study (or type it in) > find out where alumni work, what they do, what they're skilled at, etc.*

**Connection Questions:**

- What careers does my major/major(s) of interest typically lead to
- What career experiences can I gain that's in-line with my education?
- What skills/experiences may I need to supplement where my major/academic experience may be lacking?

**Major-Career next steps:**

- What career goals can I set with this information? What's my plan to achieve these career goals?

### REFLECTION & GOALS

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- Affiliated Reflection Questions:**
- How do the skills/knowledge gained via my major connect to jobs/work?
  - Do the careers my major typically leads to seem in line with my priorities and preferences?
  - How do my major and career prospects align with my self-assessments?
  - What SMART goals can I set with my new findings?



# APPLICATION MATERIALS & PROCESS

## ACTION PLAN

## REFLECTION & GOALS

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### Resume:

- Create/update "master" resume (Due: \*insert date\*)
- Have "master" resume reviewed by trusted advisor (Due: \*insert date\*)
- Target resumes for each new opportunity applied to
- Have targeted resume reviewed by trusted advisor prior to applying.

### Affiliated Reflection Questions:

- How has my resume changed since last year?
- What skills or experiences should I focus on obtaining this upcoming year?
- What career story does my resume tell? How do I want to update, shift, or continue this story?

### Cover Letter:

- Create/update general cover letter (Due: \*insert date\*)
- Have general cover letter reviewed by trusted advisor (Due: \*insert date\*)
- Target cover letter for each new opportunity applied to
- Have targeted cover letter reviewed by trusted advisor prior to applying

### Affiliated Reflection Questions:

- How is my cover letter sharing information beyond my resume?
- What am I uncovering about myself through the application process?
- What feels uncomfortable? What gives me confidence?

### LinkedIn Profile:

- Create/update LinkedIn (remember volunteer, courses, and experience sections, etc.) (Due: \*insert date\*)
- Have LinkedIn profile reviewed by trusted advisor (Due: \*insert date\*)
- Engage on LinkedIn 1-2 times per week esp when actively applying to opportunities – make new connections, read and engage with posts, follow industry leaders, etc.

### Affiliated Reflection Questions:

- What is my personal brand? Am I communicating it via my LinkedIn?
- What story does my LinkedIn profile tell?

### Interviewing Skills:

**Tip: Google "Interview questions" and practice answering them!**

- Practice answering general interview questions
- Practice answering industry/role specific interview questions
- Practice with someone! Gather feedback! Practice more!

### Affiliated Reflection Questions:

- What are my strengths? What are areas I can grow in?
- What type of questions are more challenging for me to answer? Why?
- Do all my answers align with the position I'm interviewing for?

### General/Other:

- Create system to keep application materials, and different versions of materials organized
- Attend workshops, meet with trusted advisor or career center to continue learning and improving
- Update application materials common to the industry/roles you're applying to (e.g. CV, Portfolio, Website) and have them reviewed by a trusted advisor (Due: \*insert date\*)

### Affiliated Reflection Questions:

- How can I continue to strengthen all of these materials/skills?
- What are some SMART goals that align with how I present myself as a candidate for opportunities?



# NETWORK

## ACTION PLAN

**When will I actively network (assign dates/specific opportunities):**

**How will I prepare to network and when (assign specific plan and dates):**

*Tip: Whether it's preparing for career fairs, informational interviews, or networking events, there's ways you should be preparing beforehand so you get the most out of the experience.*

**What is your goal for the networking experience:**

**Networking next steps:**

*Tip: Always follow up with folks you networked with.*

What next steps do you want to take to maintain the relationship you've created with folks you've networked with? How will you continue to network?

## REFLECTION & GOALS

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**Affiliated Reflection Questions:**

- How do I feel after networking? What did I learn?
- Who do I want to stay in touch with?
- How can I contribute to my network?

# INTERNSHIPS, OTHER EXPERIENCE & SKILL BUILDING OPPORTUNITIES

## ACTION PLAN

**What is my internship / job / other career experiences search plan (assign steps and dates):**

*Tip: Keep in mind that each industry operates on their own timeline, however "peak internship season" when most summer apps open is around November/December.*

- Identify specific titles/opportunities of interest to apply to
- Familiarize self with industry hiring timeline (do some research)
- Prepare typical application materials including getting feedback (resume, cover letter, LinkedIn)
- Prepare how you'll plan to stay organized during your search and when you'll search (set a schedule for yourself)

*Tip: Set up notification on common job boards like LinkedIn, Indeed, Handshake*

- Start searching and applying – target all application materials

*Tip: If you have 50-75% of the qualifications they're looking for, apply!*

- Practice interviewing
- Ask/prepare potential references

## REFLECTION & GOALS

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**Affiliated Reflection Questions:**

- What feelings am I experiencing going through this process?
- What are the common themes that arise with the opportunities that interest me most?
- How do the opportunities I'm applying for align with my career goals and priorities?

