

Career Prep

PROCESS MAP WORKSHEET

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?

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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

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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?

