Gonzaga Career Center & GAMP

Four Year Plan

Phase 1 (Typically Freshman Year): Asking questions and exploring options

1. **Visit the Gonzaga Career Center & GAMP office!**
   - We are located on the second floor of Crosby, second hallway on the left. Come in during walk-in hours (M-Th: 2-5pm & T: 12-1pm) and familiarize yourself with all of our resources and services.

2. **Create a résumé or revamp your high school résumé.**
   - Getting stuck? Stop by the Career Center & GAMP during walk-in hours, or attend Résumania. Résumania is held in the Career Center & GAMP the first Thursday of each month from 12-1pm. Oh, and there’s FREE PIZZA.

3. **Familiarize yourself with the Career Center & GAMP website (www.gonzaga.edu/careercenter).**
   - Be sure to browse “What Can I Do With This Major...?” It’s a database of career paths common to various majors (www.gonzaga.edu/careerresources).

4. **Take the Myers-Briggs and/or the Strong Interest Inventory.**
   - Go to www.gonzaga.edu/careerassessments to register for these helpful career discovery tools.

5. **Attend professional presentations sponsored by the Career Center & GAMP.**
   - Watch for these events throughout the school year to grow professionally. Then attend with a friend!

6. **Join a club, get involved in campus activities, or volunteer!**
   - Check out Zagtivities (www.gonzaga.edu/zagtivities) for a list of on-campus organizations. The Center for Community Action and Service-Learning (CCASL) can connect you with great on- and off-campus volunteer opportunities as well (www.gonzaga.edu/ccasl).

7. **Attend an on- or off-campus career fair to gather information on potential careers and employers. You’ll also gain valuable experience in marketing your skills to employers.**
   - Visit the Career Center & GAMP for résumé help and to craft your elevator pitch. Also, order official Gonzaga business cards at commerce.cashnet.com/GUCCG.
     - Accounting Career Fair – September @ Gonzaga
     - All Majors Career & Internship Fair – October @ Gonzaga
     - Engineering / Computer Science Career & Internship Fair – October @ Gonzaga
     - Portland Trek Career Fair – January in Portland, OR
     - Seattle Trek Career Fair – January in Seattle, WA
     - Partnership in Employment Career Fair – February @ the Spokane Convention Center
     - Washington Educator Career Fair – March or April @ the Spokane Convention Center

8. **Visit Academic Advising & Assistance (CG Rm. 104) and meet with a trained Academic Advisor.**
   - He or she can help you explore your academic options, change majors, or add a minor.

9. **Attend a Trek event through the Career Center & GAMP.**
   - Seriously, you don’t want to miss this. You’ll tour top companies, network with alumni, eat good food, and potentially land a job or internship. Not to mention, you’ll get to explore some cool major cities.
     - Locations & Dates: New York – September; Spokane – October; Portland & Seattle – January; Silicon Valley & San Francisco – March

10. **Explore O*NET Online (onetonline.org) and the Bureau of Labor Statistics’ Occupational Outlook Handbook (bls.gov/ooh).**
    - You’ll find information on hundreds of occupations.

11. **Stop in the Student Employment Office (CG Rm. 126) for info about on-campus jobs.**
    - Find out about all of the Federal Work Study or Institutional positions for which you are eligible.

12. **Attend the Freshman Retreat or one of the many other student retreats offered by University Ministry (www.gonzaga.edu/umin).**
    - Use the time to reflect on your values and interests.
Four Year Plan

Phase 2 (Typically Sophomore Year): Researching options and testing paths

1. ___ **Update your résumé with summer activities and involvement from your first year of college.**
   - Not sure where to begin? Made some changes and need reviewing? Stop by the Career Center & GAMP during walk-in hours (M-Th: 2-5pm & T: 12-1pm), or attend Résumania (first Thursday of the month, 12-1pm)! The CC&G office is on the second floor of Crosby, second hallway on the left.

2. ___ **Create a LinkedIn profile and get noticed by recruiters online.**
   - Start developing your professional network. Check out students.linkedin.com for how to get started.

3. ___ **Register for Gonzaga Alumni Mentor Program (GAMP) and get a mentor (or two)!**
   - Visit www.gonzaga.edu/joyingamp to register, and then the Career Center & GAMP will connect you with GU alumni who work in those fields you find interesting, who majored in the program you’re considering, who live in the city you want to live in, who are employed by your dream companies, or who are in the grad schools or grad programs you are interested in.

4. ___ **Attend an on- or off-campus career and internship fair.**
   - Visit the Career Center & GAMP for résumé help and to craft your elevator pitch. Also, order official Gonzaga business cards at commerce.cashnet.com/GUCCG.
   - Accounting Career Fair – September @ Gonzaga
   - All Majors Career & Internship Fair – October @ Gonzaga
   - Engineering / Computer Science Career & Internship Fair – October @ Gonzaga
   - Portland Trek Career Fair – January in Portland, OR
   - Seattle Trek Career Fair – January in Seattle, WA
   - Partnership in Employment Career Fair – February @ the Spokane Convention Center
   - Washington Educator Career Fair – March or April @ the Spokane Convention Center

5. ___ **Attend a Trek event through the Career Center & GAMP.**
   - Locations & Dates: New York – September; Spokane – October; Portland & Seattle – January; Silicon Valley & San Francisco – March. Get off campus, tour a company, network with alumni, and explore!

6. ___ **Consider summer internships and school-break job opportunities that relate to your interests.**
   - Log in to ZagTrax.net with your Gonzaga username and password and make an appointment with one of the awesome Career Center & GAMP staff members. They can help you with applications, résumés, interview prep, and your job search. While on ZagTrax, you can find and apply for internships as well.

7. ___ **Explore at least three career options available to you through your major.**
   - Be sure to research specific careers, required qualifications, and potential for growth in your field. Check out “What Can I Do With This Major...?” (www.gonzaga.edu/careerresources), O*NET Online (onetonline.org), and the Bureau of Labor Statistics’ Occupational Outlook Handbook (bls.gov/ooh) for some great information.

8. ___ **Attend professional presentations sponsored by the Career Center & GAMP.**
   - Watch for these events throughout the school year to grow professionally. Grab a friend and attend!

9. ___ **Make a list of your previous and current employers and professors whom you could use as professional references or ask to write recommendations.**
   - Include their contact information in the list and keep up with them so that you don’t lose contact.

10. ___ **Continue being active in extracurricular activities and develop interpersonal leadership skills.**
    - What a win-win situation! You get to do the things you love AND become a leader. Definitely, do it.

11. ___ **Join a professional or honorary society related to your major.**
    - Check out the Zagtivites Organizations Directory (www.gonzaga.edu/zagtivities) to see if the organization has a student chapter at Gonzaga. If you are unsure of your options, ask your professors or your faculty advisor for advice.
Four Year Plan

Phase 3 (Typically Junior Year): Making decisions and plotting directions

1. ___ Update your résumé with summer activities, internships, and involvement from your previous years in college.
   o Just getting started? Need reviewing? Come into the Career Center & GAMP during walk-in hours (M-Th: 2-5pm & T: 12-1pm), or attend Résumania (first Thursday of the month, 12-1pm). The Career Center & GAMP office is on the second floor of Crosby, second hallway on the left. Also, don’t forget to mention your on-campus leadership experiences!

2. ___ Look into internship opportunities one-on-one with a Career Center & GAMP professional.
   o Schedule an appointment by logging in to ZagTrax.net with your Gonzaga username and password and clicking “Request An Appointment.” While you’re in ZagTrax, check out CareerShift, an easy tool to manage your job and internship searches, to locate key contacts within elite companies, and to find job opportunities not found anywhere else. Your faculty advisor and previous or current professors may be other great resources in your internship search as well.

3. ___ Register for Gonzaga Alumni Mentor Program (GAMP) and get matched with a mentor!
   o Visit www.gonzaga.edu/Joingamp to register, and then the Career Center & GAMP will connect you with GU alumni who work in those fields you find interesting, who majored in your program, who live in the city you want to live in, who are employed by your dream companies, or who are in the grad schools or grad programs you are interested in.

4. ___ Apply for or take leadership positions in those clubs and organizations you’re involved in.
   o Make sure to add your leadership experiences to your résumé!

5. ___ Attend on- or off-campus career and internship fairs.
   ➢ Visit the Career Center & GAMP for résumé help and to craft your elevator pitch. Also, order official Gonzaga business cards at commerce.cashnet.com/GUCCG.
   o Accounting Career Fair – September @ Gonzaga
   o All Majors Career & Internship Fair – October @ Gonzaga
   o Engineering / Computer Science Career & Internship Fair – October @ Gonzaga
   o Portland Trek Career Fair – January in Portland, OR
   o Seattle Trek Career Fair – January in Seattle, WA
   o Partnership in Employment Career Fair – February @ the Spokane Convention Center
   o Washington Educator Career Fair – March or April @ the Spokane Convention Center

6. ___ Complete three informational interviews in careers you want to explore and shadow several professionals in your field.
   o The Gonzaga Alumni Mentor Program (GAMP) can connect you with professionals in a variety of fields. To learn how to set up an informational interview or job shadow, stop by the Career Center & GAMP during walk-in hours or schedule an appointment through ZagTrax.net.

7. ___ Participate in the Career Center & GAMP Speed Mock Interviews event or schedule a mock interview through ZagTrax (ZagTrax.net).
   o Speed Mock Interviews are held every October. You can also practice and prepare your interview skills by scheduling a mock in-person, Skype, or phone interview with a Career Center & GAMP professional.

8. ___ Consider graduate school and get information on graduate entrance examinations like the GRE, MCAT, GMAT, and LSAT.
   o Graduate school not for you? The Career Center & GAMP can help you with all post-graduation options, including working abroad. If you are considering grad school, the Career Center & GAMP can help you to craft your curriculum vitae, a common document needed for grad school applications. Your faculty advisor may also be available to discuss your interests.
9. **Take advantage of the Jesuit Reciprocity program.**
   - To request career resources from any of 27 Jesuit institutions across the nation, email the Gonzaga Career Center & GAMP at careercenter@gamp@gonzaga.edu with Your Full Name, Your Email Address, Your Year of Graduation, and School(s) Requested. A list of Jesuit institutions in the Jesuit Career Center Consortium can be found on the Career Center & GAMP website (www.gonzaga.edu/careercenter > Undergraduate Students > Requesting Reciprocity).

10. **Add to your list of previous or current employers and professors who can serve as references or write recommendations to your future employers.**
    - Include their contact information in the list and keep up with them so that you don’t lose contact.

11. **Attend professional presentations sponsored by the Career Center & GAMP.**
    - Watch for these events throughout the school year to grow professionally. Bring a friend, too!

12. **Talk with one (or more) of your previous or current professors about their memberships in professional associations.**
    - Register as a student member in a professional association of interest and attend a local professional association meeting in the region. Go in with some friends and classmates and make it a road trip!

13. **Select activities and work experiences that are related to your career interests.**
    - Check out Zagtrivties (www.gonzaga.edu/zagtrivties) for a list of on-campus organizations you can join. Update your profile on ZagTrax.net to receive notifications about jobs and internships that match your interests.

14. **Attend a Trek event through the Career Center & GAMP.**
    - Seriously, you don’t want to miss this. You’ll tour top companies, network with alumni, eat good food, and potentially land a job or internship. Not to mention, you’ll get to explore some cool major cities.
    - Locations & Dates:
      - **New York – September**
        - Past company excursions include: *First New York, Goldman Sachs, Morgan Stanley, New York Stock Exchange, Perella Weinberg, Wells Fargo*
        - Application deadline: March
      - **Spokane – October**
        - Past company excursions include: *Etailz, Incyte Diagnostics, North By Northwest, Spokane Arena, Spokane County Juvenile Court, Womer & Associates*
        - Registration deadline: early October
      - **Portland – January**
        - Past company excursions include: *Columbia Sportswear, Ecova, Edelman, Garmin, Hewlett Packard, Mondelez International, Nike, Timbers, Trail Blazers, Waggoner Edstrom, Widmer Brothers Brewing*
        - Registration deadline: early January
      - **Seattle – January**
        - Past company excursions include: *Accenture, Amazon, BDA Inc., Boeing, Kymeta Corp., Mercer, Microsoft, Nordstrom, PACCAR, Starbucks, UW Medical School*
        - Registration deadline: early January
      - **Silicon Valley – March**
        - Past company excursions include: *Chegg, eBay, Fire Eye, Google, McAfee, Stryker Endoscopy*
        - Registration deadline: early March
      - **San Francisco – March**
        - Past company excursions include: *Birst, Capital Group, Golin Harris, LinkedIn, Salesforce, Weber Shandwick, Wells Fargo*
        - Registration deadline: early March

15. **Update your LinkedIn profile and get noticed by recruiters online.**
    - Continue developing your professional network. Haven’t created your profile yet? Check out students.linkedin.com for info on how to get started.
Four Year Plan

Phase 4 (Typically Senior Year): Searching, interviewing, accepting, success!

1. **Update your résumé with all of your summer activities, internships, and involvement from your previous years in college.**
   - Just getting started? Made changes and need reviewing? Come to the Career Center & GAMP during walk-in hours (M-Th: 2-5pm & T: 12-1pm), schedule an appointment on ZagTrax (ZagTrax.net), or attend Résumania (first Thursday of the month, 12-1pm). The Career Center & GAMP office is on the second floor of Crosby, second hallway on the left.

2. **Contact the Career Center & GAMP for cover letter or personal/purpose statement reviews.**
   - Send your letter or statement of purpose via e-mail to careercenter@gamp@gonzaga.edu, make an appointment with a trained Career Center & GAMP staff member via ZagTrax (ZagTrax.net), or stop by the Career Center & GAMP during walk-in hours.

3. **Headed to graduate school? Learn which services are offered through your academic department to assist you with the graduate school process.**
   - The next step is taking graduate school entrance exams and completing your applications. For help with curriculum vitæs, letters of intent, and interviews, schedule an appointment on ZagTrax.net or come into the Career Center & GAMP during walk-in hours for guidance.

4. **Conduct a comprehensive job search campaign with support from the Career Center & GAMP.**
   - Schedule an appointment through ZagTrax.net or come in during walk-in hours to get started.

5. **Consider becoming involved with long-term service opportunities.**
   - The Post-Graduate Service Fair is offered every September, and the Spring Service Fair is held in late January or early February. Contact CCASL for additional info (www.gonzaga.edu/ccasl).

6. **Practice your networking and interviewing skills by participating in seminars and workshops sponsored by the Career Center & GAMP.**
   - Speed Mock Interviews are held every October. You can also practice and prepare your interview skills by scheduling a mock in-person, Skype, or phone interview with a Career Center & GAMP professional. To schedule a mock interview, go to ZagTrax.net and request an appointment.

7. **Develop an employer prospect list with contact names and addresses for organizations you are interested in pursuing.**
   - Both CareerShift (available through ZagTrax.net) and Inc. 5000 (www.inc.com/inc5000/list) are great resources for in-depth information on top companies.

8. **Register for Career Center & GAMP events and on-campus interviews on ZagTrax.**
   - Log in to ZagTrax (ZagTrax.net) with your Gonzaga username and password to register for events including Speed Mock Interviews, Treks, and on-campus interviews.

9. **Attend on- or off-campus career and internship fairs.**
   - Visit the Career Center & GAMP for résumé help and to craft your elevator pitch. Also, you can order official Gonzaga business cards at commerce.cashnet.com/GUCCG.
   - Accounting Career Fair – September @ Gonzaga
   - All Majors Career & Internship Fair – October @ Gonzaga
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10. **Attend professional presentations sponsored by the Career Center & GAMP.**
    - Watch for these events throughout the school year to grow professionally. Grab a friend and attend!
11. ____ Follow up on all applications, write thank you notes to all interviewers, and keep a record of the status of all the positions for which you apply.
   o Need thank you notes? Come to the Career Center & GAMP office to grab a few official GU thank you cards. And best of all, they’re FREE! If you need a place to keep track of your job applications, download the job tracking document from the Career Center & GAMP website (www.gonzaga.edu/careercenter > Undergraduate Students >> Resources).

12. ____ Utilize ZagTrax (ZagTrax.net) for on-campus recruiting and job opportunities.
   o Apply for jobs through the ZagTrax job board, and read Job Blast emails.

13. ____ Join the Gonzaga Alumni Association Chapter in the city where you’ll live after graduation.
   o You can join your Alumni Chapter even while an undergrad to start forming your professional and social networks. Also, don’t forget to sign up to become a mentor! (zagsonline.org/gamp)

14. ____ Attend a Trek event through the Career Center & G AMP.
   o Locations & Dates:
     - New York – September
       ➢ Past company excursions include: First New York, Goldman Sachs, Morgan Stanley, New York Stock Exchange, Perella Weinberg, Wells Fargo
       ➢ Application deadline: March
     - Spokane – October
       ➢ Past company excursions include: Etailz, Incyte Diagnostics, North By Northwest, Spokane Arena, Spokane County Juvenile Court, Womer & Associates
       ➢ Registration deadline: early October
     - Portland – January
       ➢ Past company excursions include: Columbia Sportswear, Ecover, Edelman, Garmin, Hewlett Packard, Mondelez International, Nike, Timbers, Trail Blazers, Waggoner Edstrom, Widmer Brothers Brewing
       ➢ Registration deadline: early January
     - Seattle – January
       ➢ Past company excursions include: Accenture, Amazon, BDA Inc., Boeing, Kymeta Corp., Mercer, Microsoft, Nordstrom, PACCAR, Starbucks, UW Medical School
       ➢ Registration deadline: early January
     - Silicon Valley – March
       ➢ Past company excursions include: Chegg, eBay, Fire Eye, Google, McAfee, Stryker Endoscopy
       ➢ Registration deadline: early March
     - San Francisco – March
       ➢ Past company excursions include: Birst, Capital Group, Golin Harris, LinkedIn, Salesforce, Weber Shandwick, Wells Fargo
       ➢ Registration deadline: early March

15. ____ Attend local professional association meetings in your career field to network.
   o Ask your professors about their memberships in professional associations if you need a place to start. Or come by the Career Center & GAMP during walk-in hours for help on how to network effectively.

16. ____ Gather information on realistic salary expectations.
   o Check out the NACE Salary Calculator on the Career Center & GAMP website for projected salaries based on industry, job title, location, and more (www.gonzaga.edu/careerresources).

17. ____ Report all internships, job offers, job acceptances, graduate school programs, and other post-grad plans to the Career Center & GAMP office.
   o Go to bit.ly/GUcareersurvey and log in using your Zagweb ID. It only takes two minutes - seriously.

18. ____ Remember that the Career Center & GAMP is available to help you with ALL of your post-grad options. As a Gonzaga grad, you have access to its services <em>for life</em>.
   o Wherever life may take you, the Career Center & GAMP is always here to help you however you need.