Suggested Four-Year Career Development Plan

Year 1  Asking questions and exploring options
1. ____ Visit the Career & Professional Development (CPD) office in Crosby
2. ____ Update your high school résumé or create a new résumé and upload to Handshake
3. ____ Take the Self-Directed Search assessment
4. ____ Log into and review CareerBeam
5. ____ Sign up for and attend Internship 101 workshop

Year 2  Researching options and testing career paths
1. ____ Create a LinkedIn profile
2. ____ Find a mentor by registering for CampusTap Gonzaga Alumni Mentor Program
3. ____ Order Gonzaga University student business cards
4. ____ Utilize CareerShift to search for internship opportunities
5. ____ Search for and apply for internships through the iNet internship Network
6. ____ Attend a Trek, tour companies, learn about corporate culture and network with alumni
7. ____ Explore career options available to you by looking at What can I do with a Major in?

Year 3  Making decisions and strategizing career direction
1. ____ Log into and explore GoinGlobal
2. ____ Attend career and internship fairs
3. ____ Complete an informational interview with a professional working in an interesting industry
4. ____ Participate in the Speed Mock Interview event or schedule a mock interview appointment
5. ____ Locate information on graduate entrance examinations like the GRE, MCAT, GMAT, and LSAT when considering graduate school
6. ____ Talk with one of your professors about their membership in professional associations. Register as a student member of a professional association and attend a local meeting

Year 4  Interviewing for jobs and graduate school and accepting offers
1. ____ Review your cover letter and/or personal statement with a CPD professional
2. ____ Conduct a comprehensive job search campaign
3. ____ Practice your networking skills by participating in professional events on campus
4. ____ Develop an employer prospect list with contacts for organizations of interest
5. ____ Follow up on submitted applications, write thank you notes to interviewers, and keep a record of the status of all the positions for which you apply
6. ____ Join the Gonzaga Alumni Association Chapter in a city of your choice
7. ____ Gather information on realistic salary expectation by viewing the NACE Salary Calculator
8. ____ Report internships, job offers and acceptances and graduate school acceptances to CPD