Career & Professional Development

Four Year Plan

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

1. ____ Visit the Gonzaga Career & Professional Development (CPD) office!
   o We are located on the first floor of Crosby. Come in during walk-in hours (M-F: 1-4pm) and familiarize yourself with all of our resources and services.

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

3. ____ Familiarize yourself with the Career & Professional Development website (www.gonzaga.edu/careers).
   o 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.
   o Go to www.gonzaga.edu/careerassessments to register for these helpful career discovery tools.

5. ____ Attend professional presentations sponsored by Career & Professional Development.
   o 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!
   o 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 CPD 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 – March @ the Spokane Convention Center
   o Washington Educator Career Fair – March or April @ the Spokane Convention Center

8. ____ Visit Academic Advising & Assistance (Foley 122) and meet with a trained Academic Advisor.
   o He or she can help you explore your academic options, change majors, or add a minor.

9. ____ Attend a Trek event through Career & Professional Development.
   o 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.
   o Locations & Dates: New York – September; Spokane – October; Portland & Seattle – January; Silicon Valley & San Francisco – March; Denver – June

    o You’ll find information on hundreds of occupations.

11. ____ Stop in the Office of Financial Aid (CG 129) for info about on-campus jobs.
    o 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).
    o Use the time to reflect on your values and interests.
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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.
   o Not sure where to begin? Made some changes and need reviewing? Stop by Career & Professional Development during walk-in hours (M-F: 1-4pm), or attend Résumania (first Thursday of the month, 12-1pm)!

2. ___ Create a LinkedIn profile and get noticed by recruiters online.
   o 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)!
   o Visit www.gonzaga.edu/joiningamp to register, and then CPD 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 Career & Professional Development 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 – March @ the Spokane Convention Center
   o Washington Educator Career Fair – March or April @ the Spokane Convention Center

5. ___ Attend a Trek event through the Career Center & GAMP.
   o Locations & Dates: New York – September; Spokane – October; Portland & Seattle – January; Silicon Valley & San Francisco – March; Denver – June. Tour a company, network with alumni, and explore!

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

7. ___ Explore at least three career options available to you through your major.
   o 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 Career & Professional Development.
   o 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.
   o 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.
    o What a win-win situation! You get to do the things you love AND become a leader. Definitely, do it.
Career & Professional Development

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.
   - Just getting started? Need reviewing? Come into Career & Professional Development during walk-in hours (M-F: 1-4pm), or attend Résumania (first Thursday of the month, 12-1pm). Also, don’t forget to mention your on-campus leadership experiences!

2. ___ Look into internship opportunities one-on-one with a CPD professional.
   - Schedule an appointment by logging in to Gonzaga.joinhandshake.com with your Gonzaga username and password and clicking “Appointments” on the right side of the page. Also check out CareerShift (www.gonzaga.edu/careerresources), 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!
   - Visit www.gonzaga.edu/joingamp to register, and then CPD 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.
   - Make sure to add your leadership experiences to your résumé!

5. ___ Attend on- or off-campus career and internship fairs.
   - Visit Career & Professional Development 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 – March @ the Spokane Convention Center
     - 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.
   - 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 CPD during walk-in hours or schedule an appointment through Handshake.

7. ___ Participate in the Career & Professional Development Speed Mock Interviews event or schedule a mock interview through Handshake.
   - 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 CPD professional.

8. ___ Consider graduate school and get information on graduate entrance examinations like the GRE, MCAT, GMAT, and LSAT.
   - Graduate school not for you? Career & Professional Development can help you with all post-graduation options, including working abroad. If you are considering grad school, CPD 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.
   o Visit the CPD website (www.gonzaga.edu/careers >> Undergraduate Students >> Requesting Reciprocity) for a full list of Jesuit institutions in the Jesuit Career Center Consortium and for info on how to request career resources from any of 27 Jesuit institutions across the nation.

10. ____ Add to your list of previous or current employers and professors who can serve as references or write recommendations to your future employers.
    o 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 Career & Professional Development.
    o 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.
    o 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.
    o Check out Zagtivities (www.gonzaga.edu/zagtivities) for a list of on-campus organizations you can join.

14. ____ Attend a Trek event through Career & Professional Development.
    o 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.
    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, Ecova, Edelman, Garmin, Hewlett Packard, Mondelēz 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
      - Denver – June
        ➢ Past company excursions include: Digital Fusion, 5280 Magazine, KPMG, First Bank, Xcel Energy, Kaiser Permanente

15. ____ Update your LinkedIn profile and get noticed by recruiters online.
    o Continue developing your professional network. Haven’t created your profile yet? Check out students.linkedin.com for info on how to get started.
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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? Need reviewing? Come into Career & Professional Development during walk-in hours (M-F: 1-4pm), or attend Résumania (first Thursday of the month, 12-1pm). Also, don’t forget to mention your on-campus leadership experiences!

2. ___ Contact CPD for cover letter or personal/purpose statement reviews.
   - Send your letter or statement of purpose via e-mail to careers@gonzaga.edu, make an appointment with a trained CPD staff member via Handshake (Gonzaga.joinhandshake.com).

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 vitaes, letters of intent, and interviews, schedule an appointment on Handshake or come into the Career & Professional Development during walk-in hours for guidance.

4. ___ Conduct a comprehensive job search campaign with support from CPD.
   - Schedule an appointment through Handshake 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 October, 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 Career & Professional Development.
   - 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 CPD professional. To schedule a mock interview, go to Gonzaga.joinhandshake.com 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 on www.gonzaga.edu/careerresources) and Inc. 5000 (www.inc.com/inc5000/list) are great resources for in-depth information on top companies.

8. ___ Register for CPD events and on-campus interviews on Handshake.
   - Log in to Gonzaga.joinhandshake.com 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 Career & Professional Development 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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   - Portland Trek Career Fair – January in Portland, OR
   - Seattle Trek Career Fair – January in Seattle, WA
   - Partnership in Employment Career Fair – March @ the Spokane Convention Center
   - Washington Educator Career Fair – March or April @ the Spokane Convention Center

10. ___ Attend professional presentations sponsored by Career & Professional Development.
    - 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.
12. Utilize Gonzaga.joinhandshake.com for on-campus recruiting and job opportunities.
   o Apply for jobs through the Handshake job board.

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)

   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, 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
     - **Denver – June**
       > Past company excursions include: Digital Fusion, 5280 Magazine, KPMG, First Bank, Xcel Energy, Kaiser Permanente

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 CPD 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 CPD 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 Career & Professional Development.
   o Go to Gonzaga.joinhandshake.com to fill out the First Destination Survey. It only takes two minutes seriously.

18. Remember that Career & Professional Development is available to help you with ALL of your post-grad options. As a Gonzaga grad, you have access to its services for life.
   o Wherever life may take you, CPD is always here to help you however you need.