

YOUR CAREER NAVIGATION PLAN

YEAR
1

YEAR
2

YEAR
3

YEAR
4

Career development is a journey that involves creating, developing and refining goals over time. The sooner you begin to focus on career development, the better prepared you will be to identify and pursue the opportunities available to you.

The Center for Career & Professional Development will empower you with extensive career education programs, individual advising services, and comprehensive resources designed to help you assess your skills, interests, values and experiences as you explore career-related options and develop strategies for pursuing these goals.

Critical Steps: Two things you really **must** do this year!

1. Activate Handshake

- Log into Handshake, our online career management system, early in your first semester to activate your profile.
- Select your current interests and familiarize yourself with the resources.
- Make an appointment with a career advisor and check out the resources under the career services tab.

2. Assess & Explore

- Take a personality and career assessment to learn how your interests, values, personality and skills relate to careers.
- Visit career services for career exploration.
- Discover resources to learn the connection between your major and industries and professions that might interest you.

Get ahead! Additional **optional** steps for career exploration and success:

Create Your Résumé

- By your second semester, update your high school résumé to a professionally formatted document.
- Ask a career peer coach or career service advisor to review your résumé.
- Prepare to update it periodically.

Career Exploration Mentorship

- Meet with career services or see Handshake to review the list of Career Exploration Mentorships.
- Each Career Exploration Mentorship focuses on career industries and assists students in exploring their career options and competencies needed in each industry.

Attend an Event

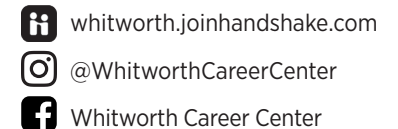
- Attend an event with the Center for Career & Professional Development to learn about careers, meet employers and develop interpersonal skills.
- Look to join Career Treks, ACE (Active Career Exploration) and Slice of Advice events, SET SAIL, mock interviews, employer panels, and career/internship/job fairs.

Student Employment

- Consider applying for an on-campus or off-campus job through student employment.
- Student employment is an effective way to develop career competencies.



Center for Career & Professional Development
HUB (lower level) Monday-Friday, 9 a.m.-5 p.m.
509.777.3272
careercenter@whitworth.edu



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YEAR
1

YEAR
2

YEAR
3

YEAR
4

By sophomore year, your **career development** journey is moving from early investigation and assessment to in-depth exploration and immersion. On your agenda this year are key actions to identify and refine your goals. One of those actions is choosing your major. The other is gaining early professional experience through networking, program participation and experiential learning. **The Center for Career & Professional Development** is here to support you through each of these steps!

Critical Steps: Two things you really **must** do this year!

1. Join a Career Exploration Mentorship

- Join a Career Exploration Mentorship cohort to learn about occupations in the six different career communities.
- The mentor will help you discover careers outside the traditional limits of your major. For example, a psychology or marketing major could consider working in the tech industry.
- Apply on Handshake in early fall to join the Career Exploration Mentorship cohort.

2. Look into Experiential Learning

- Seek opportunities to gain deeper insight into fields of interest with a career or academic advisor.
- Examples are an internship or job shadowing. Alternative experiences include research positions, cultural or community immersion, and study abroad.
- Take advantage of at least one of these opportunities this year to heighten your skills and refine your goals.

Get ahead by taking some of these **additional** steps:

Build Career Competencies

- Build your career readiness by taking on roles both on and off campus, including in student groups, classrooms settings and volunteer activities.
- Employers and graduate schools will value your awareness of each competency and your efforts to develop them.

Become Familiar with LinkedIn

- Utilize the Whitworth LinkedIn Guide in Handshake Resources or meet with your career advisor to create a LinkedIn profile.
- Connect and engage with other members and join affinity groups.

Create Connections

- Attend professional development events to connect with employers, fellowship and scholarship programs, and graduate schools.
- Establish relationships with faculty, staff, supervisors, alumni and/or mentors who can serve as your future references.

Strengthen Your Tools & Skills

- Update your résumé to reflect current achievements, roles and experiences.
- Participate in a mock interview to develop strong interview skills.

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YEAR
1

YEAR
2

YEAR
3

YEAR
4

In your junior year, your **career development** journey will progress further as you refine your goals while building the confidence and competence that comes from real-world experience. This is also the time to enhance your self-marketing skills and secure an internship or begin preparing applications for graduate school and postgraduate fellowships. **The Center for Career & Professional Development** will partner with you as you advance in each step toward success.

Critical Steps: Two things you really **must** do this year!

1. Connect on Campus

- Participate in career and professional development events. This is crucial to identifying and securing opportunities including internships, scholarships and graduate programs.
- Connect with employers and graduate programs by participating in networking events, fairs, career treks, mock interviews and recruiting.
- Keep updated through Handshake, the Center for Career & Professional Development emails and the Career Corner.
- Meet with your career advisor to discuss your career strategy.

2. Pursue Experiential Learning Opportunities

- Securing an internship, research experience or cultural/academic immersion experience is vital to ensuring post-Whitworth success.
- Utilize Handshake and your career advisor to identify and apply for internships, research positions, fellowships, scholarships and cultural immersion experiences.
- Program timelines differ, so work with your career advisor to learn application strategies.

Amplify your success by taking some of these **additional** steps:

Refine Interview Skills

- Your first impression is lasting.
- Ensure you are best prepared by meeting with your career advisor to discuss interview etiquette and preparation or participate in a mock interview.

Solidify References & Recommendations

- References and letters of recommendation will be key components of job or graduate school application processes.
- Build relationships with faculty, advisors, supervisors and others who can serve as references in the future.

Clarify Career Focus

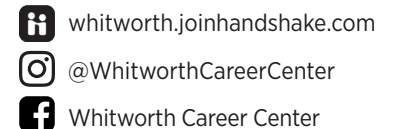
- Attend professional development events to connect with employers, fellowship and scholarship programs, and graduate schools.
- Leverage available resources by participating in another experiential learning opportunity:
 - Internship
 - Pathway Career Trek
 - Career Trek
 - Study Abroad
 - Career Exploration Mentorship

Expand Your Network

- Continue connecting with Whitworth alumni through LinkedIn or PirateLink.
- Look for seminars, conferences and professional associations to expand your network within your industries of interest.



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2

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3

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4

The Center for Career & Professional Development partners with seniors to pursue their career goals and prepare for a successful transition from college to post-Whitworth life. We're here to empower you to pursue your path, whether you are planning to go to graduate school, exploring fellowships or working to land your first job. We'll guide and support you as you prepare to embark on your life of leadership and service.

Critical Steps: Two things you really **must** do this year!

1. Get Involved Early

- Visit your career advisor early in the fall semester or even the summer to begin implementing your senior year plans.
- Recruiting timelines and graduate school strategies vary depending on the industry and program focus (accounting, law, medical, etc.).

2. Stay Informed

- Follow the Center for Career & Professional Development emails and social media to keep informed of opportunities, events and programs of interest.
- Read the Pirate Connect email containing job and fellowship postings in Handshake, upcoming recruiting visits, deadlines, and program and event details.

Enhance your success by following these **additional** steps:

Boost Your Skills

- Meet with your career advisor to develop effective ways to communicate your career competencies and prepare interview materials for fellowships, scholarships or graduate/professional schools.
- Develop your résumé and cover letter, prepare your elevator pitch, and practice interviewing.

Meet Employers & Grad Schools

- Participate in campus events to engage with alumni and other employers interested in hiring Whitworth graduates.
- Get involved with a Career Exploration Mentorship and take a leadership role to build relationships with employers.
- Connect with representatives from graduate schools and fellowship/scholarship programs.
- Begin applying in the fall semester for post-Whitworth opportunities.

Reach Out to Your Contacts

- Create a list of your advocates who can help you find jobs that aren't advertised.
- Keep these contacts informed of your progress as you finalize applications to jobs, fellowships/scholarships and graduate schools.



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