

4 YEAR SUCCESS GUIDE

SETTING YOURSELF UP FOR PROFESSIONAL SUCCESS

FRESHMAN | self-discovery

Be confident in and explore your major

- ✓ Consult with academic advising and determine if you will be pursuing credit for internships
- ✓ Explore major outcomes and flexibility on the major portal

Conduct a self-assessment of your talents, interests, skills, values and personality

- ✓ Make an appointment with a Career Educator to discuss and take an assessment
- ✓ Find a mentor (faculty, advisor, staff, alumni)
- ✓ Get involved with on and off campus organizations or jobs

Research potential career paths

- ✓ Participate in informational interviews with faculty and professionals in those fields
- ✓ Join ATLAS Career Exploration Career Certificate Program
- ✓ Research occupations (O*NET) and industries (Vault)
- ✓ Attend an Internship or Career Expo

Cover your basics

- ✓ Create your Handshake profile
- ✓ Build a resume and have it reviewed by a Career Educator
- ✓ Attend informational events such as Involvement Fair and Chapman's Research Fair

SOPHOMORE | career exploration

Build your professional profile

- ✓ Revise your resume with relevant skills and experiences
- ✓ Create a tailored cover letter
- ✓ Build an all-star LinkedIn profile
- ✓ Update your Handshake profile and explore jobs and internships

Research potential careers

- ✓ Learn how to network effectively and conduct informational interviews
- ✓ Begin Exploring graduate schools and how they fit in with your career goals
- ✓ Attend Internship Expo (Fall) and Career Expo (Spring)
- ✓ Complete a Career Certificate Program
- ✓ Attend career events

Seek out experiences to build key skills and explore potential careers

- ✓ Determine if you will be pursuing academic credit for internships during your time as a student
- ✓ Update your resume content: explore internship, part-time, volunteer and on-campus opportunities
- ✓ Explore research opportunities (Office of Undergraduate Research and Creative Activity)
- ✓ Look for leadership opportunities and become more involved in student and other organizations
- ✓ Attend Study Abroad Fair (students need to plan 1 year ahead before going abroad)

JUNIOR | gaining experience

Determine if you will be pursuing graduate school or seeking employment post-graduation

If continuing education

- ✓ Explore possible programs and universities – attend Chapman’s spring Grad Fair
- ✓ Research and complete graduate school requirements
- ✓ Meet with a Career Educator to discuss timeline and how to prepare
- ✓ Research scholarship and research funding after graduation (ex: Fulbright)

If seeking employment

- ✓ Update your resume and LinkedIn profile
- ✓ Create a job/internship search alert on Handshake
- ✓ Build a list of target organizations, research and network with them
- ✓ Connect with faculty in your chosen field
- ✓ Meet with a Career Educator to develop an effective job search plan

Develop key skills and align professional goals with skills, interests, and values

- ✓ Enroll in Summit or another Career Certificate Program
- ✓ Meet with a Career Educator to develop your elevator pitch and interviewing skills
- ✓ Attend career events including Mock Interviews, excursions, information sessions and expos
- ✓ Complete an internship or part-time work

SENIOR | taking action

Fine tune your strategy

- ✓ Make an appointment with a Career Educator to update your action plan
- ✓ Tailor resume(s) to target role(s)
- ✓ Update target list of organizations and research expectations and requirements
- ✓ Update your LinkedIn and Handshake profiles

Polish your professional skills and begin applying

- ✓ Complete a Career Certificate Program (if not completed already)
- ✓ Attend Career Expo and other career events
- ✓ Practice your Elevator Pitch and interviewing
- ✓ Consider internships and jobs to broaden experience
- ✓ Participate in Mock and On-Campus Interviews
- ✓ Set up job alerts on Handshake, LinkedIn, Indeed and other online job boards

Cultivate your network

- ✓ Attend networking events and conduct informational interviews
- ✓ Stay connected with professors
- ✓ Reach out to alumni and ask faculty for recommendations
- ✓ Familiarize yourself with LinkedIn’s Alumni Search Tool
- ✓ Don’t forget – Chapman is your Career Connection for Life

CAREER@CHAPMAN.EDU | CHAPMAN.EDU/CAREER | (714) 997-6942