PLAN FOR CAREER SUCCESS

Freshman Year:

- Begin to use HirePhilaU, PhilaU’s source for jobs, networking and career-related events.
- Schedule an appointment with a career counselor to identify interests, skills, work values and personality preferences to help you determine your career interest.
- Develop relationships with professors, advisors, and counselors. Turn them into mentors by asking about their career paths and advice about specific career paths.
- Validate that your major is a good fit for your career interests utilizing Major Career Info Sheets.
- Start gathering information on careers you are interested in pursuing; know the steps needed to attain a position in that career field.
- Get involved: Join a club or organization to develop interpersonal skills, explore different interests, make friends, and develop leadership opportunities. Explore applying to Emerging Leaders program.
- Visit the Career Services Center to become familiar with its services and resources and how it can help you on your quest to be successful after graduation.
- Get a part time or summer job related to your major by attending the Career Fairs.

Sophomore Year:

- Create or update résumés, cover letters, and thank-you notes utilizing Career Service Center’s Resources.
- Upload your résumé on HirePhilaU.
- Explore a study abroad option for your junior year.
- Meet one-on-one with a counselor to learn about the Internship Program and develop a personal job search strategy.
- Develop a LinkedIn profile, connect with professionals and join PhilaU Connect.
- Take on leadership positions in clubs and organizations to develop communication, teamwork, and problem solving skills.
- Conduct an informational interview with someone who works in a career field of interest.
- Attend career fairs and other employer events.
- Prepare images, a design portfolio and a digital portfolio to present to employers.

Junior Year:

- Attend Career Fairs and other Career Services Center events to understand how to speak so recruiters listen, how to make sense of your past experiences, and how to learn about opportunities.
- Decide if graduate or professional school is necessary to reach your career goals. If it is, start planning at the beginning of your junior year and attend the Graduate School Workshop.
- Update your HirePhilaU profile, résumé, design and digital portfolios and LinkedIn profile with each new experience.
- Meet with a career counselor to discuss your job search, and to answer any questions about your career path, skills to improve upon, and revising your job search documents.
- Complete at least one internship or related work experience and build your résumé.
- Attend an interview skills workshop and participate in Mock Interviews.
- Apply for On-Campus interviews with employers on HirePhilaU.
- Use your personal and professional network to identify opportunities.

Senior/Fifth Year:

- Identify professionals who are willing to serve as references and write letters of recommendation.
- Fine-tune your interview skills by participating in a Mock Interview to prepare for full-time job, internship or graduate/professional school interviews.
- Update your HirePhilaU profile, résumé, design and digital portfolios and LinkedIn profile with each new experience.
- Identify full-time job opportunities and apply through HirePhilaU.
- Use HirePhilaU to participate in the On-Campus Interviewing Program.
- Tailor your résumé and cover letter to each full-time position for which you apply.
- Use your personal network to identify opportunities and join PhilaU Connect on LinkedIn.
- Send thank-you letters to employers with whom you interview and to your references.
- Attend career fairs and other events.
- Complete the Senior Success Survey to inform Philadelphia University of your post-graduate plans.