



## Career Planning Guidelines for Doctoral Students Seeking Non-Academic Careers

### EARLY YEARS

<input type="checkbox"/>	Login to CareerConnect to update your profile
<input type="checkbox"/>	Explore OCPD services such as workshops, 1:1 appointments, and career panels
<input type="checkbox"/>	Create or update your resume
<input type="checkbox"/>	Attend Career Expos & employer info sessions to gather data on different career options
<input type="checkbox"/>	Get to know faculty members in your department
<input type="checkbox"/>	Seek opportunities to supervise undergraduate students
<input type="checkbox"/>	Connect with peers from many departments
<input type="checkbox"/>	Learn about student organizations at the School and University
<input type="checkbox"/>	Meet with a career coach to do self-reflection and assessment exercise
<input type="checkbox"/>	Plan your course of study with your advisor
<input type="checkbox"/>	Get involved in student organizations or public service projects

### MIDDLE YEARS

<input type="checkbox"/>	Develop or enhance your elevator pitch
<input type="checkbox"/>	Practice networking while getting career information at company presentations, career expos, and talking to alumni and employers of interest
<input type="checkbox"/>	Develop a robust LinkedIn profile, join groups, participate in discussion fora
<input type="checkbox"/>	Begin to build and expand your professional network
<input type="checkbox"/>	Continue to attend workshops, employer presentations, and career panels
<input type="checkbox"/>	Lead student organizations, public service, or volunteer projects
<input type="checkbox"/>	Identify and talk to faculty with contacts outside of academia
<input type="checkbox"/>	Seek leadership opportunities and team-based projects
<input type="checkbox"/>	Start a career log to record your thoughts on academic coursework & future goals. Meet with career coach to explore options you want to pursue.

### FINAL YEARS

<input type="checkbox"/>	Develop timeline and writing plan to meet dissertation deadlines
<input type="checkbox"/>	Make an appointment with career coach to review your job application materials
<input type="checkbox"/>	Devote significant amount of time to tailoring your application for each position
<input type="checkbox"/>	Update your LinkedIn profile; continue to build your professional network
<input type="checkbox"/>	Identify potential employers and sources of job listings in your fields of interest
<input type="checkbox"/>	Attend workshops on interviewing
<input type="checkbox"/>	Arrange a mock interview with a career coach to polish your interview skills

Read our weekly *Career and Professional Development Update* e-newsletter (sent on Sunday) to stay informed about upcoming programs, events and jobs that may be of interest. Our website also contains a calendar of our programs, job search tools and links to Career Connect (our job listing database) and other job listing sites.



