



MPH45 Career Readiness Checklist

SEPTEMBER

<input type="checkbox"/>	Login to CareerConnect to update your personal profile, access practicum & job listings
<input type="checkbox"/>	Explore the services OCPD offers (workshops, 1:1 appointments, and opportunities to connect with alumni)
<input type="checkbox"/>	Create or update your resume and upload to CareerConnect if applying for practicum
<input type="checkbox"/>	Attend Career Expos and employer info sessions to gather information on different employers and career
<input type="checkbox"/>	Consider how your practicum will assist you in your career goals
<input type="checkbox"/>	Get involved in student organizations or public service projects
<input type="checkbox"/>	Depending on recruiting cycle, begin applying for practica, jobs, internships, or fellowships

OCTOBER

<input type="checkbox"/>	Meet with career coach to brainstorm post-graduation career options
<input type="checkbox"/>	Develop or enhance your elevator pitch
<input type="checkbox"/>	Develop a robust LinkedIn profile, join groups, participate in discussion fora
<input type="checkbox"/>	Continue to attend (at least two-three per month) workshops, employer presentations, and career panels
<input type="checkbox"/>	Practice networking to get career information and advice at company presentations, career expos, conferences and other professional events. Make connections to alumni.

NOVEMBER AND DECEMBER

<input type="checkbox"/>	Start a career log to record your thoughts on academic coursework & future goals
<input type="checkbox"/>	Attend professional organization meetings such as APHA
<input type="checkbox"/>	Meet with a career coach to create a job search strategy
<input type="checkbox"/>	Continue to expand your professional network
<input type="checkbox"/>	Continue to attend workshops, employer presentations, and career panels

JANUARY AND FEBRUARY

<input type="checkbox"/>	Continue to meet with professionals in your field, including through your practicum
<input type="checkbox"/>	Begin to research opportunities and learn about employer hiring processes and timing
<input type="checkbox"/>	Update your resume and develop skill narratives, including practicum accomplishments
<input type="checkbox"/>	Devote a significant amount of time to tailoring your application for each position
<input type="checkbox"/>	Identify three references and ask permission to use their names

MARCH ONWARD

<input type="checkbox"/>	Arrange a mock interview with a career coach
<input type="checkbox"/>	Continue researching opportunities and applying for jobs
<input type="checkbox"/>	If you have not yet found a position, don't worry! Discuss your options with your advisor or with a coach. Consider how you will remain engaged with your field.
<input type="checkbox"/>	Work with a career coach to evaluate job offers and prepare for negotiation conversations.

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 contains a calendar of our programs, job search tools and links to Career Connect (our job listing database) and other job listing sites.

