



MPH65 Career Readiness Checklist

FALL SEMESTER OF YOUR FIRST YEAR

<input type="checkbox"/>	Get to know faculty members and students in your department.
<input type="checkbox"/>	Meet with career coach to identify skill gaps and set career advancement goals
<input type="checkbox"/>	Update your resume and upload to apply for practicum postings
<input type="checkbox"/>	Develop or enhance your elevator pitch options
<input type="checkbox"/>	Develop a robust LinkedIn profile, join groups, participate in discussion fora
<input type="checkbox"/>	Attend Career Expos and employer info sessions to gather information on different employers and career

WINTER SESSION

<input type="checkbox"/>	Identify professional association meetings that you would like to attend
<input type="checkbox"/>	Expand your professional network by networking with professionals and/or alumni in the field
<input type="checkbox"/>	Begin identifying and applying for summer internships

SPRING SEMESTER OF YOUR FIRST YEAR

<input type="checkbox"/>	Continue to attend (2 -3 per month) workshops, employer info sessions, and career panels
<input type="checkbox"/>	Continue researching and applying for summer opportunities
<input type="checkbox"/>	Start a career log to record your thoughts on future goals
<input type="checkbox"/>	Practice networking while getting career information at info sessions, career expos, and talking to alumni
<input type="checkbox"/>	Get involved in student organizations or public service projects

SUMMER BETWEEN YOUR FIRST AND SECOND YEAR

<input type="checkbox"/>	Continue to expand your professional network, especially at your internship/practicum site
<input type="checkbox"/>	Begin researching opportunities and applying for jobs
<input type="checkbox"/>	Update your resume and develop skill narratives
<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

FALL OF YOUR SECOND YEAR AND BEYOND

<input type="checkbox"/>	Continue researching and applying for job opportunities
<input type="checkbox"/>	Attend workshops on interviewing and salary negotiation
<input type="checkbox"/>	Arrange a mock interview with a career coach
<input type="checkbox"/>	If you have not yet found a position, don't worry! Meet with a career coach to make a plan.
<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 also contains a calendar of our programs, job search tools and links to Career Connect (our job listing database) and other job listing sites.

