



## SM2 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 brainstorm career options you want to pursue
<input type="checkbox"/>	Update your resume or CV
<input type="checkbox"/>	Develop or enhance your elevator pitch
<input type="checkbox"/>	Develop a robust LinkedIn profile, join groups, participate in discussion forum
<input type="checkbox"/>	Attend Career Expos to gather information on different employers and internships or careers opportunities

### SPRING SEMESTER OF YOUR FIRST YEAR

<input type="checkbox"/>	Identify and apply for summer internships
<input type="checkbox"/>	Continue to attend workshops, employer presentations, and career panels for information and networking
<input type="checkbox"/>	Seek opportunities to gain research experience and other practical experience
<input type="checkbox"/>	Get involved in student organizations or public service projects

### SUMMER BETWEEN YOUR FIRST AND SECOND YEAR

<input type="checkbox"/>	Start a career log to record your thoughts on future goals
<input type="checkbox"/>	Identify professional association meetings that you would like to attend
<input type="checkbox"/>	Continue to expand your professional network, especially at your internship site
<input type="checkbox"/>	Update your resume or CV and develop skill narratives

### FALL SEMESTER OF YOUR SECOND YEAR

<input type="checkbox"/>	Begin researching and applying for job opportunities
<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
<input type="checkbox"/>	Continue to attend workshops, employer presentations, and career panels
<input type="checkbox"/>	Continue to meet with professionals in your field

### SPRING SEMESTER OF YOUR SECOND YEAR

<input type="checkbox"/>	Attend workshops on interviewing and salary negotiation
<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! 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.

