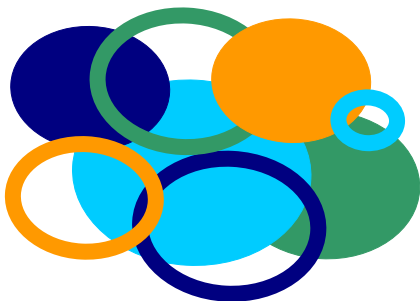


# Undergraduate Career Development Checklist

## Our Mission

UD's Career Services values the uniqueness of each individual and their ability to choose rewarding career paths. To explore their life calling is offered to those we serve. By providing expertise in career development, online resources, and live support, we assist those we serve to maximize their liberal arts and professional studies education, in order to develop the highest possible level of career competency.

At the core of successful career development is self-knowledge, understanding of the world of work, employment and/or graduate/professional school research, and the decision-making process. UD's Career Services is committed to providing quality services based upon this foundation.



## You may also want to check out:...

### Undergraduate Co-curricular Study Guide

For students to attain a holistic educational experience, they are encouraged to develop a co-curricular plan, in an effort to promote student participation in activities which compliment their in-class academic experiences. The guide can be utilized to enhance skills, service, and knowledge.

University of Dubuque  
Office of Career Services

*Enhancing Career Development and  
Exploratory Learning Opportunities*

Main Office: 2nd Floor of Peters Commons  
Satellite Office: Room 105 of the UD Library

Phone: (563)589-3132  
(563)589-3113  
(563)589-3167

E-mail: [career@dbq.edu](mailto:career@dbq.edu)

Website: [www.dbq.edu/careerservices/](http://www.dbq.edu/careerservices/)

University of Dubuque  
Office of Career Services

**Resume  
Mock Interviews**

Explore Options

**Internship**

**Cover Letter**

Employer Site Visits

**Research Careers**

**Service Learning**

**Job Shadow**

**Volunteer**

**Networking**

Experiential Learning

**Career Fair  
Interviews**

*Enhancing Career  
Development & Exploratory  
Learning Opportunities!*

**Main Office:**

2nd Floor of Peters Commons

**Satellite Office:**

Room 105 of the UD Library



# UNDERGRADUATE CAREER DEVELOPMENT CHECKLIST

## 1st Year Experience, Self-Awareness

- ✓ Develop sound study habits. The Academic Success Center has a collection of services designed to help you meet your academic goals.
- ✓ Review outcome(s) of your career assessment with a professional member of UD's Career Services team.
- ✓ Attend and participate in on-campus and off-campus programs sponsored by UD's Career Services such as; employer site visits, residential hall workshops, mock interviews, Welcome Back Bash, CEO Network Luncheon, Dubuque Live, UD Career Week, and the Career Extravaganza.
- ✓ Get involved through clubs, organizations, and intramurals to find new interests and skills.
- ✓ Gather resume information and prepare an initial resume.
- ✓ Participate in volunteer and service learning opportunities relating to your field of interest.
- ✓ Utilize Winter, Spring, and Summer breaks to participate in service learning opportunities, volunteer, or job shadow within a field of interest.
- ✓ Attend and observe a career fair to gather information from various employers about potential careers you might be interested in.
- ✓ Engage in a part-time job. Even working at a café or grocery store can provide some good customer service and communication skills to put in a resume. For a list of part time jobs visit the career services website.
- ✓ Participate in a job shadow within your field of interest.
- ✓ Utilize UD's Career Services' online library to research careers of interest, salary and job outlook, desired educational background, skills and abilities, streaming video testimonies and much more through the collaboration with [www.Vault.com](http://www.Vault.com)

## 2nd Year Experience, Career Exploration

- ✓ Check off each item on the 1st year check list before continuing onto your 2nd year check list.
- ✓ Research and determine what types of internships and experiential learning opportunities you may be interested in.
- ✓ Update your resume and begin developing a cover letter. Have career services critique your documents.
- ✓ Take on more leadership roles in your clubs and activities such as becoming a committee member.
- ✓ Establish a timeline as to when you will participate in an internship.

## (2nd year experience continued)

- ✓ Meet with your Faculty Advisor to determine if you need to pursue an internship for academic credit and how many work hours are needed per academic credit.
- ✓ Attend a career fair to gather information from various employers about potential internships you might be interested in applying for.
- ✓ If considering graduate or professional school, begin reviewing whether your career goals require an advanced degree and research programs.
- ✓ Maintain a part time or summer job to develop soft skills employers seek such as communication, reliability, and organizational skills.
- ✓ Participate in more job shadows opportunities and receive feedback from the employer representatives to learn about their career background.
- ✓ Begin making final decisions on your major, as well as your minor. If you are having trouble determining this, set up an appointment with Career Services, as well as your faculty advisor to discuss your options.

## 3rd Year Experience, Field Experience

- ✓ Check off each item on the 1st and 2nd year check list before continuing onto your 3rd year check list.
- ✓ Update your resume and cover letter and have reviewed by your Faculty Advisor and/or a member of UD's Career Services team.
- ✓ Identify your references and contact individuals for permission. Also provide your references with a copy of your resume as well as a brief description of your current career plans.
- ✓ Participate in 1 to 2 mock interviews to prepare for the field experience (i.e. internship interviews).
- ✓ Join a professional affiliation in your career field to network. Networking can be an effective way to find out about internships, graduate/professional schools, and employment opportunities.
- ✓ Engage in an experiential learning opportunity regardless if your major requires it for academic credit (i.e. internship).
- ✓ Continue participating in volunteer and service learning projects.
- ✓ Identify and review internships or experiential learning opportunities with your Faculty Advisor at least 90 days prior to the start date, if seeking academic credit.

- Begin preparing for examinations required for entering your program of interest.
- Review application requirements and put together a rough draft of your statement of purpose.
- Participate in campus visits and informational interviews to research programs

## (3rd year experience continued)

- ✓ Review a budget to purchase professional attire for interview or consult with a member of UD's Career Services team if challenged by current budget to review options.
- ✓ Attend and participate in local, regional, and national career fairs to network and to find out about possible internships and future job opportunities.
- ✓ Meet with your Faculty Advisor to ensure you are on the right path towards graduation.

## 4th Year Experience, Acting on Your Decision

- ✓ Check off each item on the 1st, 2nd, and 3rd year check list before continuing onto your 4th year check list.
- ✓ If considering the job market immediately following graduation, begin the job search at least 6 months in advance.
- ✓ Participate in 1 to 2 mock interviews to prepare for job and/or graduate/professional school interviews and to have your resume critiqued.
- ✓ Have at least five professionals review your resume.
- ✓ Seek leadership roles in your professional affiliations.
- ✓ Consider taking on a second internship, or at least one internship if you haven't done so already.
- ✓ Attend and participate in local, regional, and national career fairs.
- ✓ If necessary, retake entrance exams for graduate and professional school.
- ✓ Update your references on your reference list.
- ✓ Finalize your graduate and professional school application materials.
- ✓ Network, Network, Network! Seek out any type of networking opportunity you can.
- ✓ Meet with your Faculty Advisor and Career Services one last time to ensure you are on a healthy path towards graduation.

**Need assistance or have a question about how to engage in some of these activities?**

**Contact Career Services for further assistance**

**University of Dubuque Career Services**  
Main Office: 2nd Floor of Peters Commons  
Satellite Office: Room 105 of the UD Library  
Phone: (563)589-3132  
(563)589-3113  
(563)589-3167  
E-mail: [career@dbq.edu](mailto:career@dbq.edu)