

Career Prep Checklist

School of Politics and Global Studies

Freshman and Sophomore Year Preparation

- Visit the Career Services website to learn about workshops, events, services, and resources available to students.
- Complete student profile on Handshake.
- Schedule an appointment with Career Services if you need assistance with:
 - » *Assessing your interests, skills, personal and work values and lifestyle factors*
 - » *Research possible majors*
 - » *Investigate career options*
- Research career options within your major
- Identify and enhance needed job skills through employment, class projects, and/or community activities.
- Join and participate in an extra-curricular activity(s) such as a student club or professional organizations/associations related to your major.
- Conduct informational interviews with those who are working in your field of interest (e.g. faculty members, academic advisors, alumni, business leaders and community members).
- Begin to develop a professional network.
- Follow SPGS on Facebook/ASU.SPGS and Twitter/ASU_SPGS for the latest news and internship opportunities.
- Participate in a study abroad or other international experience.

Junior Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students.
- Review Handshake and attend 2-4 ASU sponsored employer events.
- Attend 3-4 webinars and workshops through Career Services & meet with a Career Adviser.
- Investigate and pursue internships, part-time jobs and/or volunteer experiences related to your major.
- Actively participate/take on a leadership role in extra-curricular activities such as a student club, professional organizations and associations related to your major.
- Join and participate in an extra-curricular activity(s) such as a student club or professional organizations/associations related to your major.
- Enroll in one of the SPGS Career Development Courses SGS 204 or POS 394.
- If looking to attend graduate school, meet with faculty to discuss grad school and applications; access Grad Test Prep options (GRE, MCAT, etc.).

OUTCOMES

- ▶ Select major
- ▶ Identify career path
- ▶ Begin to think of yourself as a future professional
- ▶ Begin building an e-portfolio
- ▶ Create resume and cover letter

OUTCOMES

- ▶ Continue fine-tuning your resume
- ▶ Develop a verbal networking message
- ▶ Practice interview skills
- ▶ Develop job search strategies
- ▶ Decide if you would need to apply to graduate or professional school
- ▶ Secure internship or career related part-time employment
- ▶ Incorporate global experience/travel into your resume and interview process

Senior Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students.
- Review student profile Handshake and attend 2-4 ASU-sponsored employer events.
- Complete one or more internships.
- Research target organizations through individuals in your professional network and business journals related to your major.
- Ask professors, employers, internship supervisors, for letters of recommendation.
- Meet with a Career Advisor.

Graduate Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students.
- Complete student profile in Handshake and attend 2-4 ASU-sponsored employer events.
- Ask professors, employers, and internship supervisors, for letters of recommendation.
- Review online recorded webinar on "Preparing Your CV" at graduate.asu.edu/getting-job and seek feedback on CV from faculty and Career Services professionals.
- Create an account in Versatile PhD and explore non-academic career options (if applicable).
- Meet with a Career Advisor.

OUTCOMES

- ▶ Update your resume, LinkedIn profile, and e-portfolio
- ▶ Enhance your interview skills
- ▶ Finalize your job search plan
- ▶ Secure professional employment or graduate school admission

OUTCOMES

- ▶ Finalize your CV and resume (if applicable)
- ▶ Enhance your interview skills
- ▶ Identify value of research and teaching in multiple areas
- ▶ Explore experiential learning
- ▶ Create or update your LinkedIn profile