

Career Preparation Checklist At-A-Glance

School of Politics & Global Studies

Freshman & Sophomore Career Preparation

- Visit the Career Services website to learn about workshops, events, services, and resources available to students
- Complete student profile on Sun Devil CareerLink
- 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**

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
- ✓ Create your LinkedIn profile

Junior Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students
- Review Sun Devil CareerLink 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
- Enhance your professional network, e-portfolio and LinkedIn profile
- 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

- ✓ 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 Sun Devil CareerLink and attend 2-4 ASU sponsored employer events

- Complete an internship
- 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

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

Graduate Student Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students
- Complete student profile in Sun Devil CareerLink 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

- ✓ 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

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POST 251

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CNTR 110

Tempe
SSV 329

West
UCB 304