

Success Steps to LAUNCH Your Career

LEARN about yourself 1 HOUR

1 Fill out basic job-seeker profile.



2 Sign up for optional career resources.

3 Complete the soft skills and values survey.



4 Complete a personality test or profile assessment.



5 Record your assessment results in your profile.



ASSESS the job market 2 HOURS

6 Browse job titles.



7 Record job titles of interest.

8 Meet with your advisor/mentor.



9 Update job titles of interest as needed.

Tasks in actual CareerTracker task list powered by GradLeaders may vary per school. Career centers retain the right to modify tasks as they see fit. Log into your career development platform for more details on how/why to complete each task and to view tasks specific to your institution.

UNDERSTAND career skills 10 HOURS

10 Get practical tips about conducting your job search from your school.

11 Build your job-seeker skills.



12 Utilize career accelerator bootcamps.

13 Create your resume.



14 Upload your resume.



15 Meet with your advisor/mentor.

16 Attend a mock interview.



NARROW your search 4 HOURS

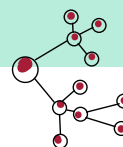
17 Research companies of interest.

18 Favorite target companies.

19 Refine resume.



20 Connect with your network.



CHOOSE your career 2 HOURS

21 Search for jobs.



22 Favorite jobs/internships of interest.



23 Attend on-campus recruiting event/career fair.



24 Apply to job(s)/internship(s)

Is your "job" an internship? Learn from your experience, update your job-seeker profile and resume, then repeat as needed.

Get HIRED! 2 HOURS

25 Enter job offer.



26 Review job offer negotiation resources.

27 Schedule appointment with career advisor/mentor to discuss offer negotiation.



28 Accept job/internship and answer employment reporting questions.

29 Read first-day-on-the-job resources.

