

- ___ Reflect on why you are interested in a particular career field (this is a very important question you must be prepared to respond to in an interview)

(If you have difficulty responding to the who? what? where? when? and why? questions, it is important for you to take the time to talk to a career counselor to help you define your career objectives and goals.)

Implementing your Job Search Campaign

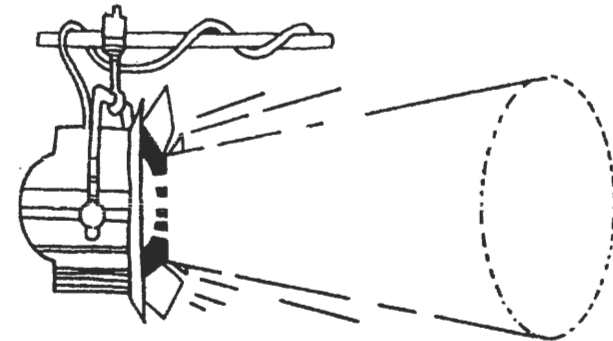
To Do Priority #

- ___ Register with the CPPO (date: _____)
- ___ Participate in on-campus interviewing as appropriate
- ___ Identify the best resources for finding jobs in the field(s) you wish to pursue
- ___ Seek off-campus interviewing opportunities
- ___ Determine the hiring cycle for the field(s) you are pursuing
- ___ Utilize the Internet to obtain job information
- ___ Continue to network with family, friends, the Miami Alumni Network, organizational contacts, internship employers, etc.
- ___ Identify, research, and contact key employers for whom you would like to work
- ___ Prepare cover letters and other job search correspondence

Other

To Do Priority #

- ___ _____
- ___ _____
- ___ _____
- ___ _____



Job/Career Search

Action

Planning

Guide

Career/Job Search Action Plan

This action plan is designed to help you organize and prioritize what you need to do to progress in your career/job search.

For each area, check the items you need to do. Then use the spaces to prioritize those activities:

Assess your Interests, Skills/Abilities, and Values

To Do Priority #

- ___ Meet with divisional adviser - College of Arts and Science
146 Upham Hall www.cas.muohio.edu/~advising/
- ___ Visit the Career Exploration and Testing Center – 196
Health Services Building (9-4645)*
- ___ Meet with a Career Counselor - Student Counseling
Service – 195 Health Services Building (9-4634)*
- ___ Make a list of the careers you may enjoy
- ___ Meet with faculty in your major to discuss possible career
options

*New location as of October 22, 2001

Explore Careers of Interest

To Do Priority #

- ___ Visit the Career Resource Library to research careers of
interest - 241 Hoyt Hall (9-1285)
www.muohio.edu/career/students/crc/crc.htmlx
- ___ Conduct informational interviews with employers in
professional fields of interest
- ___ Join student organizations in your areas of interest
- ___ Define your work objectives and career goals
- ___ Meet with faculty in your major to discuss specific careers
- ___ Utilize the Internet to explore careers of interest
www.lib.muohio.edu/inet/subj/jobs/
- ___ Complete an internship to test your interest in the field -
Student Internship Services 241 Hoyt Hall (9-7666)
www.muohio.edu/careers/students/intern/index.htmlx

Prepare for your Job Search

To Do Priority #

- ___ Identify skills developed through academic work, jobs, and
co-curricular activities
- ___ Determine how to articulate HOW those skills are applicabl
to the career field you wish to pursue
- ___ Attend seminars and workshops on resume writing, cover
letters, and effective interviewing techniques
- ___ Develop your resume
- ___ Determine important information you want to include in your
job search correspondence (letters of inquiry, cover letters,
etc.)
- ___ Identify references
- ___ Practice your interviewing skills. Schedule a mock interview
- CPPO 241 Hoyt Hall (9-3831)
- ___ Make an appointment with a counselor in the CPPO to
discuss job search strategies - CPPO 241 Hoyt Hall (9-
3831)
- ___ Begin networking with family, friends, the Miami Alumni
Network, organizational contacts, internship employers, etc.
The aim is to get your network working so that leads will
develop www.muohio.edu/alumni/career.htmlx

Target and Focus your Goals

To Do Priority #

- ___ Identify who you want to work for (government, advertising
agency, social services, retail, market research, public
relations, sales, etc.)
- ___ Determine what skills you want to use in your job
(organizing skills, research skills, writing skills, analytical
skills, computer skills, etc.)
- ___ Decide where geographically you want to be
- ___ Determine when you will be available for employment
(January, May, August, etc.)