The Four Steps to Career Success

The questions provided below are aimed at helping you engage your student worker(s) in meaningful conversations about their career planning.

**Step 1: Self-Assessment**

*Conversation starters:*
- What do you consider your biggest accomplishment?
- How would you describe the ideal job for you?
- What are you good at doing?
- What did you like best/least about your past jobs or volunteer experiences?

Have you thought about what you want to do after graduation?

**Step 2: Research & Exploration**

*Conversation starters:*
- Have you identified and/or spoken to people in the fields that interest you (such as alumni, faculty, administrators, your own relatives)?
- What is it about that “field” that interests you?
- What courses have you taken to help you prepare for that line of work?
- Have you talked with an advisor in the Career Center or an academic advisor about choosing a major/career?
- What is it about that “field” that interests you?

**Step 3: Gaining Experience/Developing Marketable Skills**

*Conversation starters:*
- Have you explored internships in your field of interest?
- Which summer jobs do you think might be available to someone with your interests or major?
- Do you have a resume?
- Which campus activities do you think would interest you? Have you looked into joining them?
- What else would you like to learn while you’re still here either academically, or on the job, or in an extracurricular activity?
- What have you learned on the job that will benefit you in a future job?
- What other skills would you like to learn? How can I help you?
- How familiar are you with the resources available around campus?

**Step 4: Learning Job Seeking Skills/Applying to Graduate School**

*Conversation starters:*
- Are you planning to attend workshops and recruitment programs offered on campus at the Career Center? (If not, why not?) Have you worked on a detailed job search plan?
- Do you have proper interviewing attire?
- Which of your faculty and administrators do you think might be able to serve as references for full-time jobs or graduate school? How will you develop a relationship with them?
- What preparation do you think you will need to do your best on graduate admissions tests?
- Have you considered a back-up plan to graduate school?

Portions of this information were taken from *The Parent’s Crash Course in Career Planning*, Marcia B. Harris & Sharon L. Jones, NTC Publishing Group, 1996.