

A Johnny's Journey to Success

How do you become Career Ready? Consider the action steps listed below.



CRITICAL THINKING

- **Gather** information on campus clubs and organizations and **synthesize** those that align with your goals; consider joining **(Year 1 Goal)**
- **Explore** 'What can I do with this major?' on the Career Services section of St. John's Connect, determine the relationship between your interests, skills and what matters to you and your choice of major and career pathways **(Year 1 Goal)**
- **Talk** with professors and advisors about required course work and internship requirements; **develop** a list of target employers for internships, and **choose** elective courses that help develop skills (computer, public speaking, languages, etc.) **(Year 2 Goal)**
- **Research** possible graduate programs, including prerequisite course requirements, admissions tests (e.g., GRE, GMAT, LSAT, etc.), and application deadlines **(Year 3 Goal)**
- **Conduct** an informational interview with an industry professional or alum in your field; **think** about how world events are impacting your industry **(Year 4 Goal)**

COMMUNICATION



- **Make** an appointment to visit University Career Services, **introduce** yourself and share your career goals with your advisor **(Year 1 Goal)**
- **Connect** with your academic advisor (University Freshmen Center or Academic Dean) to **discuss** your courses and academic plan
- **Establish** a professional presence online: **ensure** your Handshake profile is complete, **review** your social media pages (Instagram, Twitter, Snapchat, Facebook), and begin developing a LinkedIn profile
- **Draft** your resume and/or cover letter and have it reviewed by Career Services **(Year 1 Goal)**
- **Develop** your 30-second pitch and share it at career fairs, academic events, employer event and presentations **(Year 2 Goal)**
- **Practice** your interviewing skills using Big Interview **(Year 3 Goal)**
- **Develop** a relationship/communication with a mentor; **learn** more about the Aspire Mentor Program **(Year 3 Goal)**
- **Fine Tune** your resume often as you develop new experiences and skills **(Year 4 Goal)**
- **Ask** professors for letters of recommendation



LEADERSHIP

- **Participate** in the Leadership Development Program (LDP) **(Year 1 Goal)**
- **Become** a leader in one of the organizations you have joined; **consider** membership in a professional organization off-campus **(Year 2 Goal)**
- **Apply** for a Peer Leadership Position – SGI, RA, OL, Career Peer, Diversity Peer Educator Wellness Peer Educator, VITAL, DNY Peer Leader, E.P.I.C. Mentor, etc. **(Year 2 Goal)**
- **Obtain** an internship, **secure** part-time work, or **volunteer** in an area of interest **(Year 3 Goal)**

TECHNOLOGY



- **Explore** Career Services online resources about interview skills, cover letters and networking on St. John's Connect
- **Participate** in career events, especially virtual ones, including career fairs, information sessions, and presentations **(Year 1 Goal)**
- **Set up** an RSS feed on Handshake and LinkedIn to **identify** internship, job opportunities
- **Log in** to Handshake to explore internships, jobs on- and off-campus and volunteer opportunities; ensure your profile is complete **(Year 1 Goal)**
- **Research** companies of interest using Vault
- **Consider** a virtual internship **(Year 2 Goal)**
- **Research** possible graduate programs in your field of interest, including pre-requisite course requirements, application deadlines and required tests **(Year 3 Goal)**
- **Utilize** social media (e.g., Twitter and LinkedIn) to stay up to date on current events and news within your possible career fairs **(Year 4 Goal)**
- **Network;** tell everyone when you are looking for opportunities. Become active on LinkedIn – join groups, follow companies of interest, and share content **(Year 4 Goal)**

We've include a suggested year for some goals to assure you stay on track toward success.

Key:

Year 1 Goal **Year 3 Goal**
Year 2 Goal **Year 4 Goal**

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TEAMWORK

- **Meet** with your career advisor to discuss your next steps; **work** together to create a plan **(Year 1 Goal)**
- **Talk** with professors and advisors about your career goals; work together to **create** a target list of employers for internship and job opportunities **(Year 2 Goal)**
- **Participate** in a mentoring program; become a mentor to first-year students
- **Connect** with your network; ask for input on opportunities, companies of interest, and strategies for accomplishing your goals **(Year 2 Goal)**
- **Get involved** with the Aspire Mentor Program and develop a mentoring relationship with a professional; set goals together **(Year 3 Goal)**
- **Engage** in research with a faculty member
- **Participate** in a case competition within your college

PROFESSIONALISM

- **Make** an appointment to visit Career Services; be on-time and prepared with your questions **(Year 1 Goal)**
- **Devote** time to developing your online presence; select a professional profile picture; craft your LinkedIn headline; update your experience **(Year 1 Goal)**
- **Utilize** social media and other news outlets to stay abreast of current events; be prepared to discuss news related to your career fields **(Year 2 Goal)**
- **Identify** Professional Associations in your field and those that compliment your field; join as a student member **(Year 3 Goal)**
- **Prepare** your wardrobe for career events and interviews; ensure you have a few business casual options and some more professional pieces to wear to career fairs, academic events, employer events, and interviews **(Year 3 Goal)**
- **Talk** with professors and supervisors about serving as a reference for you; secure their preferred contact information (email, phone, etc.) **(Year 4 Goal)**
- **Network**; prepare your pitch and practice delivering it
- **Connect** with colleagues from your internship and send an update on your progress **(Year 4 Goal)**
- **Attend** a professional conference or meeting of an industry organization **(Year 4 Goal)**
- **Participate** in an Alumni Insider's View program; network with professionals in your field



SELF AWARENESS

- **Visit** the Library, Learning Commons and Institute for Writing Studies and seek assistance. Be proactive, not reactive **(Year 1 Goal)**
- **Work** with your Career Advisor on your Value Add Proposition, Competitive Advantage, LinkedIn Summary/Bio **(Year 2 Goal)**
- **Reflect** on any successes and missteps you've experienced along your journey **(Year 3 Goal)**
- **Check in** with Career Services to **re-evaluate** your skills, interests and values: discuss whether they changed since you began in your major/career pathway
- **Login** regularly to review your Academic Advisement Plan; meet with your Academic Advisor
- **Attend** career fairs, academic events, employer information sessions and other presentations **(Year 4 Goal)**



DIVERSITY, EQUITY AND INCLUSION

- **Attend** a multicultural affairs event **(Year 1 Goal)**
- **Research** companies in which you have interest. Ask yourself: how do they communicate their commitment to diversity, equity and inclusion? **(Year 2 Goal)**
- **Become** a Conversation Partner to a non-native English-speaking student
- **Participate** in Discover the World or a semester abroad
- **Volunteer** for a service event (SJU Serves, Vincentian Service or a Plunge) **(Year 2 Goal)**
- **Utilize** social media and other news outlets to stay abreast of current events; be prepared to discuss news related to your career fields **(Year 4 Goal)**
- **Consider** participating in a Campus Ministry retreat, interfaith ministry or prayer opportunities
- **Check out** the "It's on Us" webpage (www.stjohns.edu/itsonus) and sign up for a workshop



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