FOUR-STAGE CAREER PLANNING GUIDE

FIRST STAGE: EXPLORE
- Bookmark Career Services website for career networking event dates and resources at www.lewisu.edu/careerservices.
- Activate your career management account on Flyers Get Hired, powered by Handshake. Identify your current skills. Log in to myLewis, click on RESOURCES, click on HANDSHAKE (see Flyers Get Hired logo).
- If unsure about your major, create an account using access code flyer and take the Focus 2 Career assessments: https://www.focus2career.com/Portal/Login.cfm?SID=470.
- Learn about jobs at www.ONETonline.org or the Occupational Outlook Handbook at www.bls.gov/ooh.

SECOND STAGE: IDENTIFY
- Get involved in one or more campus activities or a Lewis chapter of a professional association related to your career goals.
- Update your career management account in Flyers Get Hired and begin to draft your professional resume. A sample is available in the CAREER CENTER of Flyers Get Hired, under Resources, and on the Career Services website.
- Update your Flyers Get Hired by Handshake profile by adding academic projects and co-curricular activities (volunteer, service learning, study abroad, research projects, athletics, etc.).
- Attend career preparation workshops and all career events on and off-campus to learn how to find and meet employers for jobs and internships.
- Research employers that hire your major: http://www.buzzfile.com/Home/Basic.
- Meet with your faculty advisor to discuss your career objective.

THIRD STAGE: PREPARE
- Attend the Lewis University Career Expo (job and internship fair for all majors).
- Set up your LinkedIn profile at www.linkedin.com.
- Prepare a list of 3 or 4 professional references.
- Meet with a professor or Career Services career advisor to make your internship or research project plans.
- If relevant, review graduate schools and requirements.
- Attend career preparation workshops and all career events on and off-campus to learn how to find and meet employers for jobs and internships.
- Apply for positions in Flyers Get Hired/Handshake or review employers that hire your major at http://www.buzzfile.com/Home/Basic.

FOURTH STAGE: ACHIEVE
- Attend the Lewis University Career Expo (job and internship fair for all majors).
- Update your profile, organize your professional job search, and/or apply to graduate schools.
- Send thank you notes within 48 hours of all interviews.
- Report your first destination job or graduate school plans at www.lewisu.edu/careerservices.
- Join the Lewis University Alumni Association at http://www.alumni.lewisu.edu/.

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(815) 836-5282 ~ careerservices@lewisu.edu ~ http://www.lewisu.edu/careerservices
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CONTACT CAREER SERVICES WITH CAREER PLANNING QUESTIONS!