

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>.
- Review ***What Can I Do with this Major?*** at <https://whatcanidowiththismajor.com/major/>.
- 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.
- Record a practice video interview at <https://lewisu.biginterview.com> using Registration Code 0767. Confirm your email.
- 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.
- Research entry level salaries at www.salary.com and www.bls.gov.
- 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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LEWIS UNIVERSITY CAREER SERVICES

Learning Resource Center, Ground Floor, Suite 25

(815) 836-5282 ~ careerservices@lewisu.edu ~ <http://www.lewisu.edu/careerservices>

Connect with Career Services on LinkedIn, Facebook, Instagram, and Twitter

CONTACT CAREER SERVICES WITH CAREER PLANNING QUESTIONS!

