CAREER PLANNING PROCESS

When students hear the phrase career planning, they assume that it is a process related to finding a full-time job after college. But there is much more to it than just finding a job. The process of career planning is one you will start during your time at UNO and continue throughout your life.

The career decision-making process is unique to every student. Furthermore, it involves self-awareness, exploring career options, and acquiring the skills, experiences and knowledge that will assist you in applying your individual attributes to your career path.

THINGS TO REMEMBER

Be Self-Aware
The decision on which path to take is yours and it’s based on your own individual identity that has been formed by your experiences, values, skills and goals.

Explore Career Options
By using UNO Career Connect you can explore the many resources that are available to you. Also investigate alternative careers by asking family members, friends, alumni, professors, and community members about their careers and the paths they took. Do not be afraid to seek other opinions and options outside of UNO to get the widest perspective and knowledge base on the career you are seeking.

Acquire Knowledge, Skills and Experience
Become involved in extracurricular activities and community service to develop teamwork, interpersonal and leadership skills. Internships and relevant part-time work are also a big part of skills and knowledge development.

Develop Self-Marketing Skills
Participate in resume reviews, mock interviews or meet with advisors to help determine if a career, professional degree, medical school or graduate school is the right choice for you. Networking with alumni, members of the community and employers at Career Fairs are also very good ways to develop self-marketing skills.

Be Realistic
In all honesty, you will most likely not be hired into upper management directly out of college or even graduate school. Not to say that you need to sell yourself short and accept the first job you are offered. A balance between what you know you can do and what you want to achieve is necessary to be successful in a career search. Starting out in an entry-level position is what most people do when they first enter the job market. Try not to think of your first job as the end, but the beginning. Your first job may only be a stepping stone in the process of your career.
CAREER PLANNING CHECKLIST

Year One

☐ Create a profile in UNO Career Connect.
☐ Apply for part-time employment through UNO’s Human Resources Office or UNO Career Connect to develop transferrable skills.
☐ Research majors, minors and careers.
☐ Join student organizations and become involved in on-campus activities.
☐ Participate in volunteer opportunities to gain real world experience.
☐ Explore interests, abilities and values by taking the MyPlan self-assessments online at www.unomaha.myplan.com.
☐ Talk with academic and career advisors about career decision-making.
☐ Keep your grades up.
☐ Develop an initial resume to record activities, involvement and honors.
☐ Attend Fall and Spring Career & Internship Fairs.
☐ Seek career-related summer employment to gain hands-on experience.

Year Two

☐ Update your UNO Career Connect profile information.
☐ Explore the educational requirements of occupations in various areas of career interest.
☐ Talk with professionals/job shadow to learn more about specific career fields.
☐ Consider the after graduation options of graduate school, professional school, or the workforce.
☐ Participate in service learning classes through the Service Learning Academy.
☐ Become more involved with student organizations.
☐ Attend on-campus academic and career development programs and workshops.
☐ Revise your resume for use in applying for internships and part-time jobs and summer employment. Have it reviewed at ACDC.
☐ Attend Fall and Spring Career & Internship Fairs.
☐ Choose a college major, if you have not already done so.
☐ Consider studying abroad and other international opportunities.
☐ Keep your grades up.
☐ Seek career-related summer employment or internship on your own or through UNO Career Connect or at the Career Fairs.
Year Three

☐ Update your UNO Career Connect profile information.
☐ Use your knowledge of your interests, abilities and values to refine your career goals.
☐ Conduct informational interviews with people currently working in your field of interest and participate in job shadowing.
☐ Being developing a network and mentors.
☐ Join professional associations.
☐ Take leadership positions in student organizations and/or continue to actively participate.
☐ Revise and update your resume. Have it reviewed at ACDC.
☐ Talk to your advisor about graduate/professional school possibilities.
☐ Participate in mock interviews at ACDC.
☐ Attend Fall and Spring Career & Internship Fairs and participate in on-campus interviews.
☐ Attend on-campus career development programs and workshops.
☐ Keep your grades up.
☐ Seek career-related summer employment or internship on your own or through UNO Career Connect or at the Career Fairs.
☐ Report internship participation to ACDC.

Year Four+

☐ Update your UNO Career Connect profile information.
☐ Register for Graduate or Professional School admissions tests and apply to programs, if appropriate.
☐ Have your personal statement reviewed by The Writing Center.
☐ Continue being a leader in student organizations and actively participating.
☐ Visit ACDC to make sure your resume is polished.
☐ Attend on-campus career development programs and workshops.
☐ Participate in mock interviews offered at ACDC.
☐ Keep your grades up and complete an Application for Degree with your advisor.
☐ Research employers on UNO Career Connect and through other resources.
☐ Develop a job search strategy.
☐ Attend Fall and Spring Career & Internship Fairs.
☐ Participate in on-campus and off-campus interviews for post-graduation jobs.
☐ Land a job or graduate school admission and report your next step to ACDC.