

CENTER FOR CAREER DEVELOPMENT

Getting Started – Your Checklist

Use this step-by-step guide to navigate the resources available to you and put your career roadmap into action!

1. KNOW YOURSELF: CAREER EXPLORATION

Log into CareerBeam to take assessments/inventories:

- Assessing Yourself
- Defining Your Options/Preferences
- Envisioning Your Future

Start a Career Information file to keep track of contacts and activities during your time at Franklin.

Attend relevant Center for Career Development workshops.

Visit franklin.edu/careerdev-events for a full listing.

Create a LinkedIn Profile.

Read about different occupations.

2. EXPLORE AND CHOOSE OPTIONS: CAREER PLANNING

Research majors and related careers online at franklin.edu.

Research career resources including:

- Occupational Outlook Handbook – <http://www.bls.gov/ooh>
- O*Net – www.onetonline.org
- **CareerBeam** – www.franklin.edu/student-services/center-for-career-development/careerbeam

Conduct informational interviews in areas of interest.

Consider volunteer work and community service.

Contact student and professional associations. Visit CareerBeam for a listing of national associations.

Attend career networking events.

Attend relevant Center for Career Development workshops.

Visit franklin.edu/careerdev-events for a full listing.

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3. GAIN KNOWLEDGE AND EXPERIENCE: RESEARCH TOOLS

- Look for opportunities to volunteer, assist with research, or get involved with community service activities .
- Attend relevant workshops offered through the Center for Career Development. Visit franklin.edu/careerdev-events for a full listing.
- Find opportunities to job shadow and practice interviews through the Center for Career Development.
- Join student and/or professional organizations.
- Participate in networking events.
- Assume active leadership roles.
- Meet with your Academic Advisor and/or faculty in your major for insight into career options and internship opportunities.
- Start preparing for graduate school if your career choice requires an advanced degree. Check admission requirements, testing dates, and timelines for applications.
- Create a portfolio of your work accomplishments.

4. PUT IT ALL TOGETHER – GETTING THE JOB

- Attend relevant workshops offered through the Center for Career Development. Visit franklin.edu/careerdev-events for a full listing.
- Participate in practice interviews.
- Research potential employers and work environments.
- Create a résumé through myCareerBeam and have it reviewed through the Center for Career Development at franklin.edu/resumereview.**
- Attend job fairs offered through the Center for Career Development.
- Review jobs posted on Franklin’s Job Board located on myCareerBeam.**

For more information go to franklin.edu/careerdev or email careerdev@franklin.edu.