

Career Action Plan

Expert Career Management

FIRST YEAR: DISCOVER YOUR DIRECTION

- Activate your UBworks account (accessible through the MyUB portal) to view job postings, learn about career events, and schedule coaching
- Meet with your assigned Career Specialist in the Career Center by scheduling your first coaching session in UBworks
- Attend the Majors Information Fair and complete StrengthsQuest
- Learn about BeMore, academic clubs and leadership opportunities
- Select one Career Exploration tool to explore or confirm your intended major and career path. Tools offered by the Career include: Strong Interest Inventory, iStartStrong and CareerFinder
- Take Action (UB Career Cycle): Write your professional goal

SECOND YEAR: EXPLORE THE WORLD OF WORK

- Schedule your second coaching session with your Career Specialist
- Research and explore your career path to learn more about median salary, position titles and entry level requirements. Conduct an informational interview. Resources: SavorUB, UB Alumni LinkedIn Group, UB LinkedIn widget
- Expand your network by setting up a LinkedIn profile and using the site to connect with professionals in your industry
- Start developing your professional brand by creating or updating your resume and cover letter. Use the UBworks Resume Builder or the Resume Samples by Major on the Career Center site
- Attend career fairs and other career related events
- Take Action (UB Career Cycle): Create your professional pitch

THIRD YEAR: COMMUNICATE YOUR BRAND

- Schedule your third coaching session with your Career Specialist
- Grow your network by actively networking with professionals and recruiters in your industry. Attend professional networking events, career fairs, and participate in the On-campus Recruitment program
- Finalize your career portfolio including a resume, cover letter, professional pitch, and LinkedIn profile
- Determine a job target for your internship or job search
- Consider taking on a leadership role with a student organization, professional association or local non-profit
- Take Action (UB Career Cycle): Create an action plan

FOURTH YEAR: CREATE YOUR OPPORTUNITIES

- Schedule your fourth coaching session with your Career Specialist
- Participate in On-Campus Interviews, career fairs, and other networking events
- Expand your network by joining a professional association in your industry
- Get ready for the interviewing process by participating in a practice interview and garnering professional interview attire
- Determine who will be your most effective job references and send them a copy of your resume and job target
- Register with Alumni Relations
- Take Action (UB Career Cycle): Develop your career management plan