



# FOUR-YEAR CAREER GUIDE

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YEAR

## 01 EXPLORE

**Login to your IU Handshake account.** Every IU student has a Handshake account—this is where you find upcoming career events, internships, and job opportunities. This is your **FIRST STEP** in preparing for your future career!

**Assess your career competencies.** According to NACE (the National Association of Colleges and Employers) there are eight Career Competencies that students should have to be career ready upon graduation. These skills are: **Communication, Career & Self-Development, Critical Thinking, Leadership, Acceptance, Professionalism, Teamwork, and Technology.** By making efforts to achieve mastery in all eight areas throughout your college journey, you can better prepare for the transition from college to career. The **Career Competencies Self-Assessment worksheet** may be found online. Evaluate yourself objectively. Reflect on areas in which you wish to grow. Formulate a professional development plan to develop your career competencies. Once completed, save this **worksheet** for reflection in the coming years! If you purposely focus on strengthening two competencies per year, you can feel confident in all areas by the completion of your degree!

**Become involved in extracurricular activities for personal and professional development.** Join and participate in activities outside of class, such as a student club or professional associations related to your career interests. You can find IU and Luddy student organizations through **BelInvolved** and the **Luddy Student Life** page.

**Craft your college resume.** As you become more involved at IU, it's time to remove any high school accolades. Make it easy on yourself and add to your resume throughout this year! List any new clubs or organizations you join, any committees you serve on, and an ongoing list of technical programs and languages you learn! You can add class projects too! Once you overhaul your resume, **make an appointment with Luddy Career Services** to have it reviewed and ready to upload to your Handshake profile. Let employers know you are taking steps toward your career goals!

**Create a LinkedIn profile and begin to develop your personal brand.** What kind of professional do you want to be? LinkedIn is a great place to explore how others brand themselves. To get started, Luddy Career Services offers free headshots throughout the academic year for you to begin updating your LinkedIn profile. Check Handshake for upcoming headshot sessions. For assistance in setting up your LinkedIn profile, see the dedicated section in Luddy's **Career Search Guide** and **schedule an appointment with a Career Coach.**

**Research opportunities for internships, job shadowing and the future of your chosen field.** Set a goal for yourself of conducting at least two informational interviews this school year. That's only one a semester—you can do it! Consider reaching out to professionals in the IU community (faculty, academic advisors, Luddy alumni, or Bloomington business leaders) as a starting place. Ask for 20 minutes of their time and bring questions about their roles and career path. This is an effective way to practice introducing yourself and gather valuable insights into the career(s) you want to explore.

**Go to Luddy Career Services career fairs, workshops, and events!** This is a wonderful way to build relationships with employers dedicated to hiring Luddy students. It also allows you to develop your personal competencies such as interviewing techniques, perfecting your elevator pitch, communicating with purpose, and learn from engaged employers. Check out Handshake for upcoming Luddy events and fairs!

**Ensure your selected major aligns with your interests, values, and abilities.** If you are not enjoying your core classes—perhaps you need to reconsider your major. Now is a good time to explore your options. If necessary, make an appointment with an Academic or Career Coach.

**Make an appointment with a Luddy Career Coach to explore career resources and services, and to review your career goals.** This is the year to begin thinking beyond the classroom. How will you be career ready in just a few short, busy years? Make an appointment through **Handshake!**

**Update your resume.** Welcome back! Ensure your resume is up-to-date and let a Luddy Career Services professional review it. And do not forget to upload your refreshed resume to your Handshake account! Pro tip: we recommend setting your Handshake profile visibility to employers so employers can share opportunities with you!

**Begin to compile your portfolio of work.** While you might need to further research what experience is typically valued in a portfolio in your field of study, now is the time to begin a cumulative file of various projects which highlight your competencies and creativeness. It is also helpful to reflect on what projects excited you most as you consider future employment opportunities.

**Research companies and organizations.** Research allows you to learn about opportunities available to you. Questions to explore: What companies hire entry-level positions? What are common job titles for your major? What employers interest you in the work they do? What are opportunities for growth within these organizations? What are the values of these organizations, and do they align with your personal values? Company culture and sense of belonging are crucial factors in finding your fit and having career success. Do these companies recruit at Luddy? What recruitment patterns do you notice?

**Revisit the Career Competencies Self-Assessment worksheet.** Re-evaluate yourself objectively or ask someone who knows you well to evaluate you. This could be a peer, a faculty member with whom you have a good working relationship with, a supervisor, or a Luddy Career Services Coach. Once completed, reflect on how you have grown over the past year. Consider areas in which you wish to grow or see opportunities for personal growth. Update your professional development plan to further develop your career competencies. Once completed, save this worksheet for reflection in the coming years! If you purposely focus on strengthening two competencies per year, you can feel confident in all areas by the completion of your degree!

**Explore ways to elevate your career competencies.** Check out the numerous workshops and events offered through Luddy Career Services. All events, presentations and career fairs may be found in Luddy's Handshake. Additionally, LinkedIn Learning is a free resource for all IU Bloomington students and can be a great compliment to your education on a resume. With a minimal time investment, you can earn certificates on LinkedIn Learning in areas such as Diversity and Inclusion, Program Management, Creating Inclusive Cultures, Effective Listening, How to Be Assertive, etc. Having trouble selecting what courses to start? It might be helpful to deep dive into your skillset and think about ways you could add value to an organization. What skills would you like to add to your resume? Knowing the Career Competencies as stated above, what are areas of opportunities to grow?

**Build your career network.** Now is the time to intentionally begin growing your professional connections. Update your LinkedIn profile if needed and start adding connections. Connect with classmates, recruiters from organizations who hire in your career field, faculty, career services professionals, academic advisors, and Indiana University alums.

**Search for an internship.** Internships are available for Sophomores, as are many Leadership Programs. It never hurts to ask employers who come to IU's campus for fairs and events!

**Attend career fairs, workshops, and events hosted by Luddy Career Services!** We offer events each semester, and we partner with employers too! Check out events and opportunities on Handshake.

**Practice interviewing.** The more you practice, the more comfortable you will be when an internship or job is on the line! Luddy Career Services offers a mock interviewing opportunity with employers at least once per semester. Our Career Coaches are also available for 1:1 mock interviewing by appointment. We offer support for behavioral, technical, and case interviews.



**Update your resume.** As you settle in for your third year, do not forget to update your resume, have it reviewed by Luddy Career Services, and upload it into your Handshake account! Pro tip: we recommend making your Handshake profile visible to employers!

**Organize your portfolio.** Decide how best to organize and showcase past or current projects. Be ready to reference examples during interviews.

**Update your profiles.** This is an opportunity to highlight your professional branding as the budding professional you are! Add core classes you have studied and include projects of interest that you completed to both your Handshake and LinkedIn profiles. Be an active contributor to discussions on LinkedIn.

**Do a social media audit.** Make sure your social media accounts are professional and appropriate for anyone who may be looking. This includes personal social media outlets like TikTok, Instagram, Facebook, and LinkedIn. Recruiters will be researching you! Companies need to ensure you will represent them well in the workforce as you collaborate with clients and peers!

**Begin to collect professional references or letters of recommendations for applications.** Consider past supervisors or instructors. Perhaps in a past or current position you have a coworker who might be a good character reference. The hiring process can move quickly so it's best to be prepared.

**Go to Luddy Career Services career fairs, workshops, and events!** Know that often employers offer internships and/or jobs as early as one year in advance. Be ready to share your resume and put your best foot forward at every workshop, event, or fair! Participate in mock interviews and career services events to practice your projecting your professional self!

**Grow your professional network.** Continue to build connections in your desired career field through recruiting events, networking opportunities, conferences, and LinkedIn.

**Secure an internship!** Internships are often gateways to careers! Internship opportunities are also valuable to explore potential career paths and to expand your competencies. Internships are also great resume builders and growth opportunities!

**Become a content creator on LinkedIn!** Engage in discussions on LinkedIn. Create content on hot topics in your major or career focus area. Share a project or accomplishment of which you are proud. Showcase your work and be an advocate for your professional self! Be supportive of organizations, companies, or experts in your field.

**Revisit the [Career Competencies Self-Assessment worksheet](#).** Re-evaluate yourself objectively or ask someone who knows you well to evaluate you. This could be a peer, a faculty member with whom you have a good working relationship with, a supervisor, or a Luddy Career Services Coach. Once completed, reflect on how you have grown over the past year (and over the past two years). Consider areas in which you see opportunities for personal growth. Update your professional development plan to further develop your career competencies. Once completed, save this worksheet for reflection in the coming years! If you purposely focus on strengthening two competencies per year, you can feel confident in all areas by the completion of your degree!

**Continue to grow your career competencies.** Employers love people with initiative and professional polish! [LinkedIn Learning](#) is free to all IU Bloomington students and can help you grow competencies desirable to corporate recruiters. These help prepare you for skills necessary for the working world and are valuable additions to your resume.

**Continue involvement in extracurricular activities for personal and professional development.** Participation in activities outside the classroom, such as a student club or professional associations related to your career, can help highlight your interests and leadership abilities. Again, you can find student organizations through [BelInvolved](#) and the [Luddy website](#).

**Decide if Graduate School is for you.** This is the time to think about your career goals. Where do you want to be in your career in 5 or 10 years? Weigh the pros and cons of entering graduate school immediately after your undergraduate degree. Research companies you might want to work for and consider what job qualifications they include in their job descriptions. Compare those qualifications with your current knowledge, skills, and abilities. If you decide this is your path: begin researching graduate schools and make an appointment with a Career Coach to further your research!



## YEAR 04 EXECUTE

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**Update your resume and have it reviewed by Luddy Career Services.** We can help you put the final polish on it. And don't forget to upload it into your Handshake account!

**Do another social media audit.** Are your social media accounts professional and appropriate? This includes personal social media outlets like TikTok, Instagram, Facebook, and LinkedIn. Also search your name in an incognito browser. Recruiters will be looking for insights into your character! Companies need to ensure you will represent them well in the workforce as you might collaborate with clients and peers.

**Begin your job search.** Finding desired employment can take time. Start early—the process takes time, and many opportunities close in September and October. Use your previous employer research to strategize— explore the job titles that fit your skillset, the companies that complement your values, and the geographic locations that interest you. Remember, though, to be open to opportunities. Do not limit yourself unless you have a compelling reason to do so.

**Revisit the Career Competencies Self-Assessment worksheet.** Re-evaluate yourself objectively one final time. Reflect on the areas in which you have grown throughout your collegiate experience. Hopefully, you see growth and feel more confident in yourself moving forward! Additionally, reflection on your growth now should be insightful in future interview questions. Interviews often include questions such as: what are your strengths?, how do you handle conflict?, and how do you see yourself as a leader? Through your career competencies reflections, you will be prepared to answer such questions in an informed and thoughtful manner.

**Be confident in your skills!** Job searches are competitive, but so are you! This search is what you have worked hard toward—have confidence in your personal and professional competencies. If you need last-minute reassurance or support, make an appointment with a Luddy Career Services Coach. We will partner with you as you prepare for upcoming interviews and decisions!

**Leverage your experiences on LinkedIn.** Update your LinkedIn profile. Share thoughts on current events in your field of study. Engage with other professionals in your desired field. Follow organizations or companies who have mutual interests or missions. Intentionally create your digital footprint.

**If you secure a job offer,** consider connecting with a Luddy Career Services Coach to review the offer and benefits package, or discuss your negotiation strategy. When you commit, do not forget to report it to Luddy Career Services via **12twenty!** We want to celebrate your success with you!

**If you are furthering your education,** use the Fall Term to prepare for Graduate School. This is the time to complete all Graduate School assessments and applications. Be prepared to upload all necessary documents as you apply. For professional recommendations, which are often required, ask recommenders early in the semester. When you ask, share your education and career aspirations so recommenders can speak to your motivation, skills, accomplishments, and readiness! Additionally, it is likely that you will need a personal statement as part of the application process—make an appointment with a Luddy Career Coach to ensure your statement accurately reflects your professional education and career goals. Additionally, now is the time to ensure that you have financing in place for your educational journey.