

Career Guidance Next Steps

Name: _____ Date: _____

Class Year: _____ Self-Assessment Instrument Used: _____

- What did you learn about yourself from this instrument?
- As you reflect on information from your self-assessment instrument, identify 5-10 key aspects of work that you think are important in your job satisfaction:
- List the specific careers you are now considering, underlining those that seem to match you best given what you've learned about yourself through the instrument:
- Identify your related skills and qualifications for the field(s) you are interested in:
- Identify at least 2 strategies you plan to use to explore these options. Write a date by which you will have accomplished them. (One should be in the next two weeks, if possible). *See explanations on back of page.*

_____ Use O*Net (www.onetonline.org)

_____ Have an informational interview

_____ Join/start a related club on campus

_____ Attend Career Center alumni panels

_____ Use Career Resource Library

_____ Surf the web

_____ Job shadow

_____ Other (please specify)

- Write a date next to appropriate next step(s) you plan to take in pursuing your career:

_____ Write or update your résumé

_____ Develop a list of contacts who can assist you through networking

_____ Research possible job or internship openings

_____ Attend a job fair

_____ Other (please specify)

Signature: _____ Date for follow-up appointment: _____

Would you like us to share a copy of this form with your advisor? _____ If yes, advisor's name: _____

Career-Related Resources to Help You

(Call Sue Tilley at 812-866-7127 to learn more or to set up an appointment)

Career Exploration

Alumni Mentoring	Get matched with an alum in your field of interest who will help you plan job search strategies, provide names of people who might be hiring, critique your résumé, or offer additional assistance as you request.
Job Shadowing	Spend a day with an alumnus on the job to learn about his or her field.
Informational Interviewing	Ask alumni questions about their fields; seek their advice about jobs.
Career Alumni Panels	Learn how to “get there from here” from alumni professionals in lots of fields.
City Semester Programs in Philly, DC, and Chicago	Off-campus, semester-long internship programs that allow you to earn a full-semester’s credits, get great experience, and keep your financial aid.
O*Net (www.onetonline.org)	Find excellent, current, detailed information about a wide array of jobs.
Academic Internship Program	Earn credit for qualifying internships during the school year or in the summer. Contact the Career and Professional Development Center (CPDC) to learn more.

Networking

Alumni Leads	Select from a list of alumni in the field or location that you desire.
Workshops	Learn how to choose a major, write a résumé, interview, prepare for the GRE and much more.
LinkedIn: HanoverCAN	Join our LinkedIn group to network with seasoned alumni professionals.
Alumni Mentoring	Seniors can request to be matched to an alumnus in their career field who will help them network and plan job search strategies.

Job Search

Career and Internship Fairs	Come to one of our 4 annual fairs, located in Indianapolis and Lexington, KY.
NACELink	Search for current internship and job openings targeting Hanover students.
On-Campus Recruitment	Sign up to interview with recruiters in an array of fields.
Job Search Strategy Assistance	Get help from CPDC staff in planning strategies for your search.
Résumé Review	Bring your résumé in and get individual feedback about it.
Interview Assistance	Request a mock interview to prepare for an upcoming interview, review questions students were asked at recent interviews.

Printed Resources

Career-Related Guides	We publish over 10 guides including <i>Résumé Writing</i> , <i>Cover Letters</i> , <i>The Art of Interviewing</i> , <i>Graduate School</i> , <i>Job Search</i> , <i>Résumés for Teachers</i> , <i>Interviewing for Teachers</i> , <i>Handling References</i> , and <i>Informational Interviewing</i> .
Career Resource Library	Take advantage of our excellent career library—over 500 volumes.
Career Currents: Hot Off the Press	Watch your email for our bi-weekly newsletter highlighting current career-related events, job and internship openings and much more.

(Forms)