

FOUR YEAR CAREER ACTION PLAN

	FRESHMAN: Explore		SOPHOMORE: Engage		JUNIOR: Experience		SENIOR: Enhance
EVALUATE & EXPLORE	☐ Meet with CPAD* to discuss major to career connection (decided or still exploring) and develop career goals. Meet with Student Success Center Success Counselors to create Soar in Four academic plan	Select summer job that allows for personal growth. Look for something that stretches you.		Pursue summer internship or part-time job related to major		Pursue competitive summer internship that aligns with career goals.	
	☐ Complete CPAD career exploration tools to identify how skills, interests, values and personality align with careers and majors of interest		☐ Conduct at least 2 informational interviews with professionals in careers of interest – send thank you within 24 hrs		☐ Use LinkedIn and CareerShift to identify alumni and job shadow at least 2 – identify any needed skills and ask about hidden job market		☐ Use LinkedIn and CareerShift to identify alumni and conduct informational interviews to expand network
	☐ Pursue meaningful work (part-time, summer or volunteer) and ask CPAD for help with obtaining a job shadowing experience		☐ Identify needed technological skills for careers of interest and enroll in courses to expand skill set				☐ Make sure you have fulfilled all graduation requirements and no money is owed to the University (Advisor, Registrar and Bursar)
TELL YOUR STORY	☐ Develop professional resume using tip sheet (submit to your liaison for review) and update each semester	Select summer job that allows for personal growth. Look for something that stretches you.	☐ Create LinkedIn profile using CPAD tips, get free headshot photo taken and seek feedback on profile from CPAD – connect with alumni: linkedin.com/alumni	Pursue summer internship or part-time job related to major	☐ Schedule time weekly for career planning, exploration and preparation – evaluate if you will job search or apply to graduate programs	Pursue competitive summer internship that aligns with career goals.	☐ Using career exploration tool results, brainstorm how experiences have utilized skills, interests and values and prepare to communicate to others via Elevator Pitch
	☐ Create Handshake profile to search for part-time jobs		☐ Update Handshake profile and resume and search for part-time jobs and/or internships		☐ Update Handshake , LinkedIn profile, Runway involvement and resume and search for internships		☐ Update Handshake , LinkedIn profile, Runway involvement and resume and search for jobs
	☐ Update social network sites’ privacy settings and behave professionally		☐ Write a cover letter draft using O*Net descriptions: onetonline.org		☐ Schedule a mock interview to practice interview skills		☐ Develop budget, research salaries and prepare to negotiate based on skills, training and experience
CONNECT	☐ Create Runway profile; join and engage in organizations to develop communication, collaboration and teamwork skills	Select summer job that allows for personal growth. Look for something that stretches you.	☐ Pursue leadership roles in organizations to develop leadership skills and enhance other related skills – track involvement in Runway	Pursue summer internship or part-time job related to major		Pursue competitive summer internship that aligns with career goals.	☐ Apply to relevant positions, track the status of each and follow-up on applications
	☐ Meet with advisor, instructors and older students to learn more about major(s) of interest and career options		☐ Meet with faculty to pursue undergraduate research and service learning opportunities				☐ Join professional organizations and LinkedIn discussion groups related to your field
	☐ Attend at least 1 CPAD event		☐ Attend at least 1 career event and 2 CPAD career readiness events		☐ Attend career and networking events (on and off-campus), career readiness events, etiquette dinner, etc.		☐ Attend career and networking events (on and off-campus), career readiness events, etiquette dinner, etc.
The following CAREER COMPETENCIES are needed to transition successfully from college into the world of work. These may develop at different times for different students, but the goal is to pursue opportunities to encourage development of these alongside your academic experience.							
Critical Thinking/Problem Solving		Leadership		Global/Intercultural Fluency			
Digital Technology		Professionalism/Work Ethic		Career Management			
Oral/Written Communications		Teamwork/Collaboration		Resource: naceweb.org/knowledge/career-readiness-competencies.aspx			

* CPAD = Career Planning & Development

TERMS DEFINED

ELEVATOR PITCH

Introduce yourself in 30 to 60 seconds to succinctly communicate what you do well, what you bring to the position and organization, what you would like to do and what motivates you to take action.

INFORMATIONAL INTERVIEW

Ask a professional in your career of interest questions about corporate culture, job search strategies unique to the industry and educational training/experience needed to prepare to be a competitive candidate in the field.

INTERNSHIP

Internships integrate practical experience with education in a structured, supervised work environment. They are available year-round and typically last one semester.

JOB SHADOWING

Spend a day to a week with an employer to gain unpaid exposure to a career field of interest. Use your network and contact CPAD for help identifying Job Shadowing sites.

MOCK INTERVIEW

Call CPAD to schedule an experience that models a real interview. Be prepared to provide the organization name and position title. These can be interviews for anything from campus leadership positions to full-time job positions. Log into **Big Interview** to practice interviewing on your own: <http://utm.biginterview.com>

RESUME

This summary of your experiences communicates skills and personal traits that directly align with the needs of the employer. See tips and samples: www.utm.edu/careers. Submit your draft to your liaison or schedule an appointment with your liaison (see liaison list to the right) for feedback.

RESOURCES

CANDID CAREER

Research careers through engaging videos. Access via the CPAD website: www.utm.edu/careers

CAREERSHIFT

View jobs from various sites in one place, research companies and identify company contacts. Access: **myUTMartin** portal

GOINGGLOBAL

Access jobs, internships and job search strategies for other countries and U.S. Access via Handshake.

HANDSHAKE

Identify off-campus part- and full-time jobs and internships. Upload your resume to find and apply for available positions. Access: **myUTMartin** portal

LINKEDIN

Use to connect to industry experts, jobs and colleagues. Explore linkedin.com/alumni to find UT Martin alumni. Staff can help you build a strong profile, and we offer free headshot photos.

RUNWAY

Connect to and communicate with organizations as well as document your involvement. www.utm.edu/departments/studentorgs

SOAR IN FOUR

The program seeks to increase four-year graduation rates and improve career and professional skills to help graduates find profitable employment

STUDY ABROAD / TRAVEL STUDY

Challenge yourself to learn from and interact with people from around the world: www.utm.edu/cie

TYPE FOCUS

Discover careers that best suit you through three interactive career assessments, and research based on your results. Access via Handshake.

Professional Development

Work through eight modules to prepare for the world of work: www.utm.edu/careers

FINAL TIPS

- Go to class and study – grades matter
- It's ok if your major and career interests change
- Meet with your advisor, faculty members and Career Planning & Development staff often
- Build your professional wardrobe early
- Network – it's the #1 way to get a job
- Approach your job search strategically
- Prepare – the job search can take 6 to 9 months

CPAD TEAM

Call 731.881.7712 to schedule an appointment with a CPAD staff member. We look forward to helping you Soar in Four and beyond!

Demetrius Robinson drobin56@utm.edu
Director Humanities & Fine Arts

Kameron Echols kechols3@utm.edu
Assistant Director Business & Global Affairs

Katie Mantooth kpmantooth@utm.edu
Assistant Director Engineering & Natural Science

Dr. Annie Jones ajones93@utm.edu
Career Counselor Agriculture & Applied Sciences
Nursing

Melanie Young myoung@utm.edu
Career Counselor Education, Health &
Behavior Sciences

Amy Bates abates17@utm.edu
Administrative Assistant