



ROSEN STUDENT CAREER DEVELOPMENT CHECKLIST

Career Checklist

STEP ONE: Self-Assessment

- Visit the Student Services Office in Room 201. Meet LeAnne, Tom, Suzan, and Shara and learn what career-related services are offered.
- Evaluate strengths, interests, temperament, values and abilities to determine appealing career paths.
- Begin a Career Journal to catalog skills, strengths, record contacts, develop goals.

STEP TWO: Career Exploration

- Meet with LeAnne, Tom, Suzan, and Shara to discuss your career interests and develop a plan for success.
- Research different areas of the hospitality industry. Learn where to begin researching professions.
- Conduct informational interviews to help you decide and build your professional network.
- Attend hospitality career panels to find out more about careers within the profession.
- Consider volunteer opportunities presented on the ListServ to gain experience and enhance your resume.

STEP THREE: Experiential Learning — Co-op/Internships

- Meet with Tom, Suzan, or Shara in the Co-op office.
- See the *Prepare Application Materials* section in STEP FOUR.
- Read e-mails on Hospitality ListServ to receive updates about latest positions/opportunities.
- Develop a career plan to increase the odds of getting the position you want upon graduation.
- Learn to market yourself (both verbally and in writing) to employers.
- Attend Career Services workshops covering resume writing, networking, cover letters, job search skills, etc.
- Attend employer information sessions and visit information tables.

STEP FOUR: Finding Full-time Employment and Preparing for Life after School

- Prepare application materials and develop a job search**
 - ◆ Plan to meet with LeAnne Wawrzaszek in the Career Services office to discuss your post graduation plans
 - ◆ Attend Career Services workshops
 - ◆ Create an updated, one-page copy of a resume, or review and edit your current resume. Make sure it's formatted effectively and free of grammar/spelling errors.
 - ◆ Learn to write high impact cover letters that help to win interviews
 - ◆ Develop a Career Portfolio.
- Register for on-campus recruiting**
 - ◆ Attend an orientation for on-campus interviewing.
 - ◆ Practice interviewing and research employers.
 - ◆ Prepare for a professional interview (and subsequent rounds of interviews).
 - ◆ Understand appropriate clothing and grooming styles for interviews (professional and informational).
 - ◆ Complete a practice interview with Career Services.
 - ◆ Research employers before job interviews.
- Develop your Network**
 - ◆ Understand what networking is and use this technique to win unadvertised job opportunities.
 - ◆ Join professional associations and attend meetings.
 - ◆ Cultivate association with key faculty, explore options.

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- **Find a job/graduate program**
 - ◆ Attend Employer Information Sessions (ALWAYS attend if interviewing the following day)
 - ◆ Participate in on-campus interviews
 - ◆ Look at hospitality-specific job search web sites
 - ◆ Network through informational interviews/professional associations/personal contacts
 - ◆ Apply directly to employers of interest, include a cover letter (Get contact list from LeAnne)
 - ◆ If you are relocating/working overseas, see LeAnne
 - ◆ If attending grad school, research and select graduate programs, take required tests, and complete applications by deadlines

- **Polish yourself and your business skills**
 - ◆ Learn professional business etiquette and dining etiquette.

**ALL STUDENTS:
ATTEND THE ROSEN COLLEGE CAREER FAIR**
Learn more about career options and meet with industry employers of interest.

