

Student-Athlete Career Development Plan

Freshman Year

- ☐ Enroll in ACAD 1100 (Introduction to the University) during the fall semester.
- ☐ Visit Career Services, 400 Wilder Tower. Ask for assistance finding resources regarding various majors and occupations. Familiarize yourself with the services offered to students.
- ☐ Attend "Discover Your Major Day" (fall semester).
- ☐ Browse "What Can I do with a Major In?" through Focus2 on the Career Services website to gather more information about UM majors and associated careers.
- ☐ Take more in-depth career assessments such as the Myers-Briggs Type Indicator or Strong Interest Inventory.
- ☐ Complete Focus2 located on Career Services website.
- ☐ Log on to Focus2 and visit the "E-Library" section to research occupations and organizations that interest you. Located on the Career Services website.
- ☐ Discuss with career mentors, academic advisors, professors, and family members about careers and majors.
- ☐ Register with eRecruiting through Career Services.
- ☐ Upload your resume into eRecruiting and explore part time/summer jobs that are relevant to your career path.
- ☐ Check your voice mail, email address, and social networking sites to make sure they contain appropriate and professional information. Determine your ability to pass a drug test, credit history report, or criminal background check.
- ☐ Create individual career and academic plan.

Sophomore Year

- ☐ Visit the Career Services Resource Library for more information on career related topics.
- ☐ Contact the PAWS coordinator to set up a job shadowing program or participate in the Career Encounters program to shadow a professional in your field.
- ☐ Research graduate/professional programs and admissions requirements if you plan to continue your education after you complete your undergraduate degree. Attend the Graduate School Recruitment Fair held during the fall semester.
- ☐ Log on to eRecruiting to review internships and part time job opportunities.
- ☐ Develop leadership skills by continuing your involvement in student organization and community activities (including SAAC and PAWS).
- ☐ Update your resume with new activities/leadership positions/honors and awards.
- ☐ Attend Career and Internship Fairs to see what types of companies and positions are available.
- ☐ Review and revise your career goals to make them more specific. Review your individual career and academic plan and make note of what you need to accomplish in order to reach your career goals.

Career Services – memphis.edu/careerservices

Student-Athlete Career Development Plan

Junior Year

- ☐ Consider enrolling in UNIV 4380 (Life Skills: Preparing to be a Professional) designed to prepare juniors and seniors for their job search (spring semester).
- ☐ Attend the UNIV 4380 Business Etiquette Dinner (spring semester).
- ☐ Attend the UNIV 4380 Career & Networking Program (spring semester).
- ☐ Acquire an internship or co-op in your field of study or job shadow through PAWS.
- ☐ Participate in the Career and Internship Expo, Education Fair or STEM Fair as a method to obtain an internship.
- ☐ Attend workshops hosted by Career Services to gain knowledge of career/job search topics.
- ☐ Make contacts with professionals in your field. Begin to network through faculty, staff, family and peers to establish contacts that will be helpful in your job search process.
- ☐ Update your resume in eRecruiting.
- ☐ Research full-time employment opportunities for after graduation and familiarize yourself with On Campus Interviews through eRecruiting.
- ☐ Practice your interview skills. Begin by logging on to Optimal Interview on the Career Services website to complete a practice interview.
- ☐ Take graduate admissions exams and complete graduate/professional school applications.
- ☐ Make a list of important application dates and meet all deadlines.
- ☐ Update your career goals to make them time appropriate. Review your individual career and academic plan. Make note of what you need to accomplish in order to reach your career goals.

Senior Year

- ☐ Fine tune your resume and cover letters. Use Optimal Letter on the Career Services website to assist you in writing a professional cover letter.
- ☐ Attend the UNIV 4380 Business Etiquette Dinner (spring semester).
- ☐ Attend the UNIV 4380 Career & Networking Program (spring semester).
- ☐ Acquire an internship or co-op in your field of study.
- ☐ Use your networking contacts to learn of additional employment opportunities, identify companies and agencies of interest, and establish a plan to view job listings through eRecruiting and Focus2 on a weekly basis.
- ☐ Participate in the Career and Internship Expo, Education Fair and STEM Fair.
- ☐ Log on to eRecruiting and review the list of employers that are holding interviews on campus during the fall and spring semesters. Apply for open positions that may interest you.
- ☐ Attend workshops hosted by Career Services to gain knowledge of career/job search topics.
- ☐ Develop and contact a list of three to five professional references. Provide them with a copy of your most recent resume and a copy of the job description to which you are applying.
- ☐ Begin to evaluate job offers and graduate school acceptances. Choose the best option that meets your needs and goals. Have a backup plan in case things don't turn out as originally planned.
- ☐ Assess your career goals and review your individual career and academic plan. Note your accomplishments. What needs to be done to reach your career goals?