

Luther College Student Support Services

Career & Graduate School Preparation Checklist

Name: _____ ID: _____ SSS Advisor: _____

Start Term: _____ Expected Graduation Date: _____

The following checklist (adapted from a Luther Career Center checklist) outlines the steps you should logically progress through during your four years at Luther in order to reach your career goals and prepare you for *Life After Luther*. You should work with your SSS Advisor to monitor your progress. The checklist is meant to be a guide; you shouldn't hesitate to pursue additional activities which are beneficial to your preparation and success!

YOUR FIRST YEAR

Self-Discovery & Exploration

- _____ Register for diverse classes to expose yourself to new subjects and possibilities.
- _____ Visit the Luther Career Center (Union 2nd floor) and visit their website (career.luther.edu).
- _____ Attend the Fall Activities Fair and sign up for at least one extra-curricular activity.*
- _____ Read about course requirements for majors in the Luther College Catalog.
- _____ Participate in at least one leadership development activity (see suggestions on last page) _____
- _____ Request a peer mentor through SSS.
- _____ Choose a tentative major.

*not necessary if you are involved with music and/or athletics

SSS Advisor Notes/Comments:

YOUR SOPHOMORE YEAR

Exploration & Decision-Making

- _____ Put together a resume, taking into consideration how you want it to look by the time you graduate!
- _____ Attend the Sophomore Springboard Program sponsored by the Career Center.
- _____ Pursue career exploration activities (see suggestions on last page) if you are uncertain about your life/career goal.
- _____ Activate your Career Connection account@ <http://www.luther.edu/careers/students/careerconnection/>
- _____ Create contact cards through SSS.
- _____ Apply for the Luther Alumni Externship Program (in the Spring) or arrange for a comparable experience.
- _____ Participate in at least one leadership development activity (see suggestions on last page) _____
- _____ Assess your progress and confirm your choice of major.
- _____ Research entrance requirements if you are considering graduate or professional school.
- _____ Attend the *Considering Graduate School* workshop if appropriate.

SSS Advisor Notes/Comments:

Pursuing graduate school?

- _____ Meet with your SSS Advisor to discuss your interest in graduate school.
- _____ Attend a Financing Graduate/Professional School workshop.
- _____ Read the "Attending Graduate School" information from the Career Center.
- _____ Attend Luther's Graduate/Professional School Day held in the Fall.
- _____ Develop a list of potential schools and make plans to visit them.
- _____ Complete your Luther Alumni Externship during Fall Break or comparable experience: _____
- _____ Draft your personal statement and have it critiqued.
- _____ Begin completing graduate school applications and have them reviewed by your SSS Advisor and Career Counselor.
- _____ Attend the graduate school conference through SSS.
- _____ Register for graduate school admissions tests required by the programs you are considering (GRE, LSAT, MCAT, etc.).
- _____ Update your resume and have it critiqued by SSS and the Career Center.
- _____ Update your Career Connection account.
- _____ Participate in at least one leadership development activity (see suggestions on last page)_____

Planning to enter the job market?

- _____ Complete your Luther Alumni Externship during Fall Break or comparable experience: _____
- _____ Attend internship/job search workshops sponsored by the Career Center.
- _____ Create a network of alumni, family, and friends to assist you in your internship/job search.
- _____ Shadow or conduct informational interviews with professionals in your field of interest.
- _____ Attend the Fall and/or Spring Career Fairs.
- _____ Utilize the On-Campus Recruiting program and events hosted by the Iowa College Recruiting Network (ICoRN).
- _____ Update your resume and have it critiqued by SSS and the Career Center.
- _____ Update your Career Connection account.
- _____ Create a "CareerSearch" account to explore employers and communities.
- _____ Participate in at least one leadership development activity (see suggestions on last page)_____
- _____ Meet with your Career Counselor to assess your progress.

SSS Advisor Notes/Comments:

Entering the Job Market

- _____ Attend the Career Center's Senior Seminar in the Fall.
- _____ Participate in at least one leadership development activity (see suggestions on last page)_____
- _____ Finalize your resume and have it approved by SSS.
- _____ Meet with your SSS Advisor and Career Counselor to discuss your job search strategy.
- _____ Participate in a "Mock Interview" through the Career Center.
- _____ Attend job search workshops and begin your full-time job search.
- _____ Attend on-campus company presentations to learn about organizations and the opportunities available.
- _____ Utilize Career Connection and other job search resources through the Career Center.
- _____ Utilize your job search network of alumni, family and friends.
- _____ Explore professional organizations in your career field that may offer networking opportunities.
- _____ Compare job offers and secure employment prior to Luther graduation.

Entering Graduate School

- _____ Create a final list of graduate programs.
- _____ Prepare for and complete graduate admissions exams.
- _____ Participate in a "Mock Interview" through the Career Center.
- _____ Participate in at least one leadership development activity (see suggestions below)_____
- _____ Complete graduate school application forms:
 - _____ Request and obtain faculty and SSS recommendations/references.
 - _____ Complete personal statements/admissions essays.
 - _____ Apply for graduate assistantships and financial aid.
- _____ Once accepted, send in your deposit and notify other schools of your decision.

SSS Advisor Notes/Comments:

Suggested activities to help you determine your passion and focus:

- Take the Strong Interest Inventory and the Myers-Briggs Type Indicator at the Career Center and analyze the results with a Career Counselor.
- Research occupations online. Helpful resources include the Bureau of Labor Statistic's Occupational Outlook Handbook (<http://www.bls.gov/OCO/>) and U.S. Department of Labor's O*NET (<http://online.onetcenter.org/>).
- Utilize the people and resources of the Luther Career Center.
- Complete an externship and/or internship.
- Participate in Luther's Sophomore Springboard Program.
- Talk to professors about career possibilities.
- Talk to upperclass students majoring in areas that interest you.
- Conduct informational interviews with professionals in career fields that interest you.
(Check out the Advanced Search features of the Luther Alumni Directory at <https://www.luther.edu/alumni/directory/>)

Leadership Development Ideas (including but not limited to):

- Join the SSS Leadership Council
- Study abroad
- Serve on the Student Activity Council (SAC)
- Complete an internship or externship
- Assume a leadership role with a campus committee or organization
- Join a co-curricular club, typically organized through academic departments
- Attend a leadership conference or seminar through SSS or another department
- Apply to become an SSS Peer Tutor
- Apply to become an SSS Peer Mentor
- Apply to become a Resident Assistant (RA)
- Pursue a Work Study position which gives you leadership experience
- Volunteer in the community
- Complete the Launching Luther Leaders (L³) Certificate Program