

Career Development for Students and Alumni

IMAGINE

Who: Typically First Year Students or Anyone Imagining Career Options.

What: Imagine the possibilities for your career and seek information about your skills, knowledge, values, interests and abilities.

INVESTIGATE

Who: Typically Sophomore Students or Anyone Investigating Careers.

What: Actively investigate career options and explore experiences that help you learn more about possible careers.

INTERACT

Who: Typically Junior Students or Anyone Seeking Experiences in a Career.

What: Actively interact with your career options by “trying them on” in internships, co-op, summer jobs, volunteering opportunities, and talking with those in your career field.



INSIGHT

Who: Alumni Experience or Anyone With Years of Career Experience.

What: Utilize your career and personal experiences and insight to continually grow professionally, and mentor and assist others.

Connecting **YOU**
The ZipWay

IMPLEMENT

Who: Typically Graduating Students or Anyone Moving into a Career.

What: Prepare for the job search by implementing all your career and self-knowledge toward finding post-graduation career opportunities.

Four-year Career Development Timeline: Developing Your Career the ZipWay

	IMAGINE	INVESTIGATE	INTERACT	IMPLEMENT	INSIGHT
	<i>Typically First Year Students or Anyone Imagining Career Options</i>	<i>Typically Sophomore Students or Anyone Investigating Careers</i>	<i>Typically Junior Students or Anyone Seeking Experiences in a Career</i>	<i>Typically Graduating Students or Anyone Moving into a Career</i>	<i>Alumni Experience or Anyone With Years of Career Experience</i>
Career	Explore career options, use the CCM Career Resource Library.	Research careers and jobs, use the CCM Career Resource Library, conduct informational interviews.	Research careers and jobs, use the CCM Career Resource Library, job shadow and/or conduct informational interviews.	Research potential employers and career trends in your field, use the CCM Career Resource Library.	Present career-related programs at UA or professional organizations.
	Attend career-related programs offered at UA.	Attend career-related programs offered at UA.	Attend career fairs or career programs offered at UA or regional/national professional organizations.	Attend career fairs or career programs offered at UA or regional/national professional organizations.	Attend career fairs to explore career options or to recruit other talented Zips to your organization.
	Create a resume. Have your resume critiqued by a CCM professional.	Update your resume. Have your resume critiqued by a CCM professional.	Update your resume. Have your resume critiqued by a CCM professional.	Update your resume. Have your resume critiqued by a CCM professional.	Update your resume annually. Have your resume critiqued by a CCM professional.
	Contact the CCM to explore summer job search strategies or volunteer opportunities related to your career interests.	Contact the CCM to explore co-op/internship options, or other ways to actively explore your career interests.	Contact the CCM to sign-up for and attend a co-op/internship orientation and meet with a career adviser.	Contact the CCM to meet with a career adviser, get a ZI Professional account and participate in employer on-campus interviews.	Contact the CCM to meet with a career adviser to discuss a career change.
	Establish short-term and long-term career goals.	Review and modify your short-term and long-term career goals.	Seek experiences that help you gain skills to achieve your career goals.	Create your job search strategy, set job search goals and modify career goals.	Reexamine career goals in light of your life experiences and situation.
Academics	Meet with your academic adviser and explore academic disciplines.	Meet with your academic adviser to develop your major academic plan.	Meet with your academic adviser to make sure you are still on track for graduation.	Meet with your academic adviser and confirm your graduation status.	Meet with academic advising to explore additional education options.
	Take courses to explore your career interests.	Take courses in your major area.	Consider adding a minor to your academic plan.	Complete all necessary graduation requirements and documentation.	Explore courses, workshops, or professional development opportunities.
	Consider taking a career-planning course. Attend "Majors Mosaic."	Consider taking a career-planning course. Attend "Majors Mosaic."	Consider attending graduate or professional school.	Consider attending graduate or professional school, complete applications.	Consider graduate, professional school or additional training.
	Talk with faculty about career options in their fields, actively participate in class.	Talk with faculty about career options in their fields, actively participate in class.	Network with faculty and employers about career options in their fields, actively participate in class.	Join professional associations, network with people in your career field, request letters of reference.	Maintain your professional network connections. Seek reference letters for your job search or personnel file.
	Maintain a solid GPA.	Maintain a solid GPA.	Maintain a solid GPA.	Maintain a solid GPA.	Keep copies of your performance evaluations.
Personal	Get involved with a student or community organization.	Get involved with student, volunteer, or professional organizations related to your major.	Seek leadership roles with student, volunteer, or professional organizations related to your career.	Seek leadership roles with student, volunteer, or professional organizations related to your career.	Seek leadership roles with UA Alumni Association, professional, or community organizations.
	Visit the CTCC and take career and personality assessments.	Review and reaffirm your values, interests, personality and abilities related to your major.	Narrow your career choices down to the few that best fit your interests, values and personality.	Learn how to articulate why your career choice is a good fit for your interests, values and personality.	Reevaluate how your career fits your interests, values and personality.
	Seek mentors and role models.	Seek mentors and role models.	Seek mentors and role models in your career field.	Seek mentors and role models in your career field.	Become a mentor, maintain relationships with your mentors.
	Be aware of your strengths and weaknesses.	Work on how to improve your strengths and compensate for your weaknesses.	Work on how to improve your strengths and compensate for your weaknesses.	Work on how to improve your strengths and compensate for your weaknesses.	Work on how to improve your strengths and compensate for your weaknesses.

Acronym Decoder: CCM = Center for Career Management (Simmons Hall 301) CTCC = Counseling, Testing and Career Center (Simmons Hall 306)



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