# Health Management MPH65 Career Readiness Checklist

## SPRING SEMESTER OF YOUR FIRST YEAR
- Get to know faculty members and students in your department.
- Meet with career coach to identify skill gaps and set career advancement goals
- Update your resume
- Develop or enhance your elevator pitch options
- Develop a robust LinkedIn profile, join groups, participate in discussion fora
- Begin applying for summer internships
- Attend workshops, employer presentations, career panels and Career Expos to gather employer info

## SUMMER BETWEEN YOUR FIRST AND SECOND YEAR
- Continue to expand your professional network, including with those you meet at your internship site
- Identify professional association meetings that you would like to attend

## FALL SEMESTER OF YOUR FIRST YEAR
- Continue to attend workshops, employer info sessions, and career panels
- Research and confirm practicum placement
- Start a career log to record your thoughts on future goals
- Practice networking while getting career information at info sessions, career expos, and talking to alumni
- Get involved in student organizations or public service projects

## WINTER SESSION
- Continue to expand your professional network, including connections made through your practicum
- Begin researching opportunities and applying for jobs
- Update your resume and develop skill narratives
- Devote a significant amount of time to tailoring your application for each position
- Identify three references and ask permission to use their names

## SPRING SEMESTER OF YOUR SECOND YEAR AND BEYOND
- Continue researching and applying for job opportunities
- Attend workshops on interviewing and salary negotiation
- Arrange a mock interview with a career coach
- If you have not yet found a position, don’t worry! Meet with a career coach to make a plan.
- Work with a career coach to evaluate job offers and prepare for negotiation conversations.

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Read our weekly Career Advancement Update e-newsletter (sent on Sunday) to stay informed about upcoming programs, events and jobs that may be of interest. Our website also contains a calendar of our programs, job search tools and links to Career Connect (our job listing database) and other job listing sites.