### MPH45 Career Readiness Checklist

**SEPTEMBER**

- Login to CareerConnect to update your personal profile, access practicum & job listings
- Explore the services OAACA offers (workshops, 1:1 appointments, and opportunities to connect with alumni)
- Create or update your resume and upload to CareerConnect if applying for practicum
- Attend Career Expos and employer info sessions to gather information on different employers and career opportunities
- Consider how your practicum will assist you in your career goals
- Get involved in student organizations or public service projects
- Depending on recruiting cycle, begin applying for practica, jobs, internships, or fellowships

**OCTOBER**

- Meet with career coach to brainstorm post-graduation career options
- Develop or enhance your elevator pitch
- Develop a robust LinkedIn profile, join groups, participate in discussion fora
- Continue to attend (at least two-three per month) workshops, employer presentations, and career panels
- Practice networking to get career information and advice at company presentations, career expos, conferences and other professional events. Make connections to alumni.

**NOVEMBER AND DECEMBER**

- Start a career log to record your thoughts on academic coursework & future goals
- Attend professional organization meetings such as APHA
- Meet with a career coach to create a job search strategy
- Continue to expand your professional network
- Continue to attend workshops, employer presentations, and career panels

**JANUARY AND FEBRUARY**

- Continue to meet with professionals in your field, including through your practicum
- Begin to research opportunities and learn about employer hiring processes and timing
- Update your resume and develop skill narratives, including practicum accomplishments
- Devote a significant amount of time to tailoring your application for each position
- Identify three references and ask permission to use their names

**MARCH ONWARD**

- Arrange a mock interview with a career coach
- Continue researching opportunities and applying for jobs
- If you have not yet found a position, don't worry! Discuss your options with your advisor or with a coach. Consider how you will remain engaged with your field.
- 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 contains a calendar of our programs, job search tools and links to Career Connect (our job listing database) and other job listing sites.

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