

Health Management MPH65 Career Readiness Checklist

SPRING SEMESTER OF YOUR FIRST YEAR

<input type="checkbox"/>	Get to know faculty members and students in your department.
<input type="checkbox"/>	Meet with career coach to identify skill gaps and set career advancement goals
<input type="checkbox"/>	Update your resume
<input type="checkbox"/>	Develop or enhance your elevator pitch options
<input type="checkbox"/>	Develop a robust LinkedIn profile, join groups, participate in discussion fora
<input type="checkbox"/>	Begin applying for summer internships
<input type="checkbox"/>	Attend workshops, employer presentations, career panels and Career Expos to gather employer info

SUMMER BETWEEN YOUR FIRST AND SECOND YEAR

<input type="checkbox"/>	Continue to expand your professional network, including with those you meet at your internship site
<input type="checkbox"/>	Identify professional association meetings that you would like to attend

FALL SEMESTER OF YOUR FIRST YEAR

<input type="checkbox"/>	Continue to attend workshops, employer info sessions, and career panels
<input type="checkbox"/>	Research and confirm practicum placement
<input type="checkbox"/>	Start a career log to record your thoughts on future goals
<input type="checkbox"/>	Practice networking while getting career information at info sessions, career expos, and talking to alumni
<input type="checkbox"/>	Get involved in student organizations or public service projects

WINTER SESSION

<input type="checkbox"/>	Continue to expand your professional network, including connections made through your practicum
<input type="checkbox"/>	Begin researching opportunities and applying for jobs
<input type="checkbox"/>	Update your resume and develop skill narratives
<input type="checkbox"/>	Devote a significant amount of time to tailoring your application for each position
<input type="checkbox"/>	Identify three references and ask permission to use their names

SPRING SEMESTER OF YOUR SECOND YEAR AND BEYOND

<input type="checkbox"/>	Continue researching and applying for job opportunities
<input type="checkbox"/>	Attend workshops on interviewing and salary negotiation
<input type="checkbox"/>	Arrange a mock interview with a career coach
<input type="checkbox"/>	If you have not yet found a position, don't worry! Meet with a career coach to make a plan.
<input type="checkbox"/>	Work with a career coach to evaluate job offers and prepare for negotiation conversations.

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.

