# 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.

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.