## MPH65 Career Readiness Checklist
(For MPH students beginning their programs in the fall semester)

### FALL 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
- Attend Career Expos and employer info sessions to gather information on different employers and career

### WINTER SESSION
-Identify professional association meetings that you would like to attend
-Expand your professional network by networking with professionals and/or alumni in the field
-Begin identifying and applying for summer internships

### SPRING SEMESTER OF YOUR FIRST YEAR
-Continue to attend workshops, employer info sessions, and career panels
-Continue researching and applying for summer opportunities
-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

### SUMMER BETWEEN YOUR FIRST AND SECOND YEAR
-Continue to expand your professional network, especially at your internship site
-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

### FALL 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 other job listing sites.

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