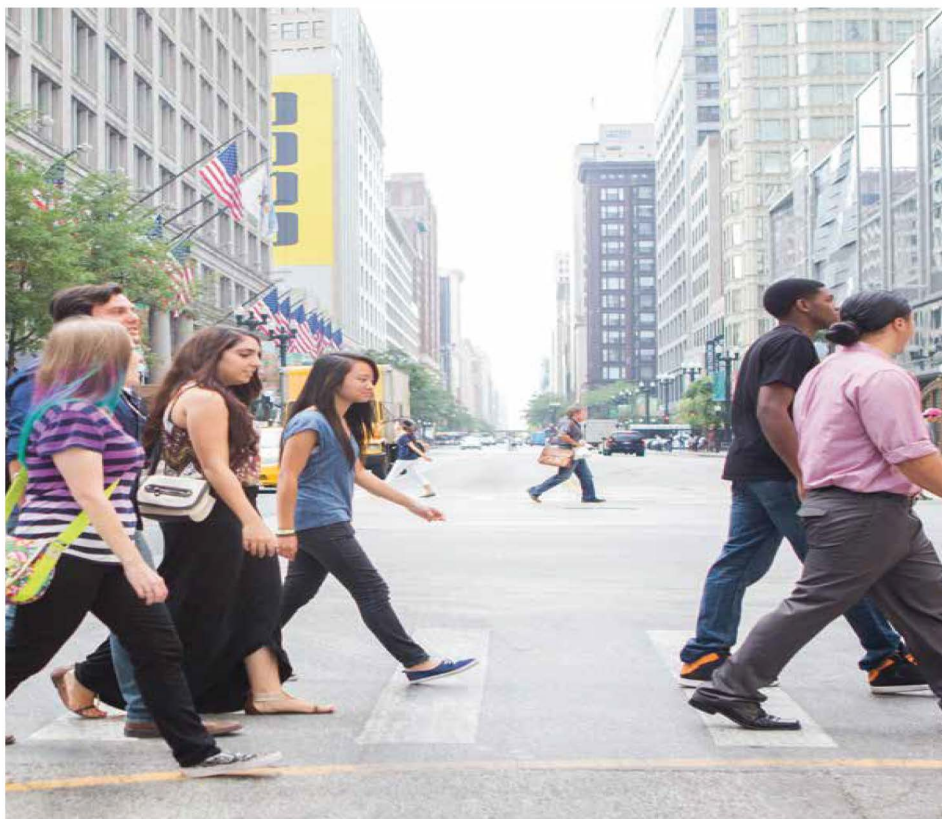


# CAREER ADVANTAGE

## PLANNING GUIDE



NORTH PARK UNIVERSITY  
CHICAGO

# WHAT IS CAREER ADVANTAGE?

**Career Advantage is a four-year plan that helps prepare you to pursue the right career for you. Completing the activities each year will give you the competencies your future employer is looking for. It is never too late to start working on your Career Advantage.**

## HOW THIS WORKS

- 1. Download or print out a copy of this guide for future reference.**
- 2. Use this guide with your Academic Planning Guide to plan your Career Advantage activities for each semester. Use the empty spaces to record when you plan to do the activity.**
- 3. Start doing the activities listed for your year. If you do an activity in another year that's perfectly fine. It's a good idea to get ahead. Some professors may assign Career Advantage activity as extra credit.**
- 4. At the end of a quad or semester go to [www.northpark.edu/careeradvantage](http://www.northpark.edu/careeradvantage) and record the activities you have completed.**

Your Name: \_\_\_\_\_

Your Graduation Year: \_\_\_\_\_

# FIRST YEAR

## YEAR 1: **DISCOVER**

### CAREER ADVANTAGE TRACK

ACTIVITY	RESOURCE
<input type="checkbox"/> Participate in Threshold, first-year programming	Center for Student Engagement (CSE), Cornerstone
<input type="checkbox"/> Complete a career assessment	Career Development and Internships Office (CDIO)
<input type="checkbox"/> Develop first résumé & LinkedIn portfolio	CDIO
<input type="checkbox"/> Career interview of faculty in your major of interest	Faculty, ACSR 1030, Center for Student Engagement (CSE)
<input type="checkbox"/> Interview a professional in your field of interest	Faculty, ACSR 1030, self-directed search
<input type="checkbox"/> Meet with your faculty advisor	Faculty advisor, CSE
<input type="checkbox"/> Minimum of 25 hours off-campus volunteering per semester	CDIO, UMin, self-directed search
<input type="checkbox"/> Attend Career Development events	CDIO
<input type="checkbox"/> Attend three diversity events in the city or at the Collaboratory	Office of Diversity, City of Chicago
<input type="checkbox"/> Take ACSR 1030: Career Planning*	Faculty advisor, CDIO
<input type="checkbox"/> Attend a financial strategy session*	CDIO
<input type="checkbox"/> Part-time employment*	CDIO
<input type="checkbox"/> Major declaration*	Faculty advisor, CSE, online
<input type="checkbox"/> Career-focused writing assignment	Faculty
<input type="checkbox"/> Engage in any faith-based activity on campus or in the city*	UMin, City of Chicago, faculty
<input type="checkbox"/> Record activities in Career Advantage	Online

*\*optional activities*

# SOPHOMORES

## YEAR 2: **EXPLORE**

### CAREER ADVANTAGE TRACK

	ACTIVITY	RESOURCE
<input type="checkbox"/>	Major declaration	CSE, faculty advisor online
<input type="checkbox"/>	Revise résumé and LinkedIn portfolio updates	CDIO
<input type="checkbox"/>	Minimum of 30 hours off-campus volunteering per semester	CDIO, UMin, self-directed search
<input type="checkbox"/>	Attend three diversity events in the city or at the Collaboratory	Office of Diversity, City of Chicago
<input type="checkbox"/>	Attend Career Development events	CDIO, Sophomore Scavenger Hunt
<input type="checkbox"/>	Join a club or leadership group on campus	SGA
<input type="checkbox"/>	Take ACSR 1030: Career Planning*	Faculty advisor, CDIO
<input type="checkbox"/>	Attend a Financial Strategy session*	CDIO
<input type="checkbox"/>	Job shadow or part-time employment*	CDIO, self-directed search
<input type="checkbox"/>	Engage in any faith-based activity on campus or in the city*	UMin, City of Chicago, faculty
<input type="checkbox"/>	Global Partnerships, AmeriCorps, or similar program*	UMin, AmeriCorps
<input type="checkbox"/>	Prepare for Study Abroad, Sept.-Nov.*	International Office
<input type="checkbox"/>	Download the LiveSafe app	CSE
<input type="checkbox"/>	Record activities in Career Advantage	Online

*\*optional activities*

# JUNIORS

## YEAR 3: EXPERIENCE

### CAREER ADVANTAGE TRACK

	ACTIVITY	RESOURCE
<input type="checkbox"/>	Internship or employment related to career goals	CDIO, faculty advisor, Career Hub
<input type="checkbox"/>	Create or update résumé and LinkedIn	CDIO
<input type="checkbox"/>	Meet with Financial Aid office	<a href="http://www.nslsds.ed.gov">www.nslsds.ed.gov</a> , Financial Aid Office
<input type="checkbox"/>	Apply for graduation	Student Services
<input type="checkbox"/>	Attend Career Development events	CDIO, Mock Interview Day
<input type="checkbox"/>	Part-time employment*	CDIO, self-directed search
<input type="checkbox"/>	Join or maintain membership in club or leadership group*	UMin, SGA
<input type="checkbox"/>	Membership in professional group or group association*	CDIO, faculty, self-directed search
<input type="checkbox"/>	Attend alumni event*	Alumni office, CDIO
<input type="checkbox"/>	Research graduate schools (study for GRE, GMAT, or LSAT)*	Faculty, self-directed search
<input type="checkbox"/>	Seek out professional mentor*	CDIO, Faculty, self-directed search
<input type="checkbox"/>	Study abroad*	International Student Office
<input type="checkbox"/>	Participate in undergraduate research in major*	Faculty
<input type="checkbox"/>	Attend Annual Student Leadership Diversity Conference*	Office of Diversity
<input type="checkbox"/>	Record activities in Career Advantage	Online

*\*optional activities*

# SENIORS

## YEAR 4: PURSUE

### CAREER ADVANTAGE TRACK

	ACTIVITY	RESOURCE
<input type="checkbox"/>	Meet with faculty advisor for graduation requirements	Faculty advisor, CSE
<input type="checkbox"/>	Complete loan and exit counseling	Financial Aid Office
<input type="checkbox"/>	Finalize résumé and LinkedIn portfolio	CDIO, professional mentor
<input type="checkbox"/>	Internship/Employment	CDIO, self-directed search, Career Hub
<input type="checkbox"/>	Membership in professional or group association	Faculty, CDIO, self-directed search
<input type="checkbox"/>	Career Advantage Senior Reflection project	CDIO
<input type="checkbox"/>	Attend Career Development events	CDIO
<input type="checkbox"/>	Research 5 companies of interest	CDIO
<input type="checkbox"/>	Make a 30-person networking strategy	LinkedIn, CDIO
<input type="checkbox"/>	Attend at least two city-wide job fairs	CDIO
<input type="checkbox"/>	Attend Senior Check-Out	Student Services, CDIO
<input type="checkbox"/>	Participate in undergraduate research in your major*	Faculty, self-directed search
<input type="checkbox"/>	Prepare/complete graduate school applications*	Faculty, CDIO
<input type="checkbox"/>	Senior Career Assessment & Exit Interview with CDIO*	CDIO
<input type="checkbox"/>	Attend alumni event*	Alumni Office, CDIO
<input type="checkbox"/>	Record activities in Career Advantage	Online

*\*optional activities*

# EMPLOYERS WANT STAFF WHO:

**1**

**THINK** and **SOLVE PROBLEMS**

**2**

**MAXIMIZE** resources and **WORK ON TEAMS**

**3**

**COMMUNICATE** professionally

**4**

**ANALYZE** data and **ADD VALUE**

“ “ Students who follow the Career Advantage program are ready to think critically and solve problems, and are miles ahead of their competition. I always look to North Parkers for my new hires in internships and full-time jobs.

—Larry Edelheit,  
Edelheit & Edelheit, Ltd.

” ”

If you need additional help, or if you have questions you can reach our office at:

**[www.northpark.edu/careeradvantage](http://www.northpark.edu/careeradvantage)**

**[careers@northpark.edu](mailto:careers@northpark.edu)**

Center for Student Engagement 1st floor Johnson Center  
**(773) 244-5575**

**CDIO**

**CAREER DEVELOPMENT & INTERNSHIPS OFFICE**