

LET'S FIGURE THIS OUT TOGETHER!

After completing this packet, if you would like a one-on-one consultation, please reach out to CDIO at careers@northpark.edu to set up an appointment.

SO YOU'RE GRADUATING...

There are so many things you are probably thinking about. That's okay. We know this process can be overwhelming. This inventory is designed to help identify what areas you need the most assistance with before graduation. We (CDIO) will then point you toward the right resources and guide you along the way. Let's get started!

INTRODUCTION

I have completed/feel prepared in the following: (Check off all that apply)

- Professional Direction (I know what I want to do!)
- LinkedIn
- Resume
- Cover Letters
- How and where to apply (Industry/Company Research)
- Networking (I know how to do it, and I already have solid networks)
- Professional Branding (If someone googled me, they know who I am and what I'm about!)
- Salary Negotiation and Contracts
- Personal Planning (How to find an apartment, personal banking, etc.)

The areas I think I need more help with: (List in order of importance to you, 1 being most, 5 being still important, but last on your priority list)

- Professional Direction (Help! I really don't know what I want to do!)
- LinkedIn
- Resume
- Cover Letters
- How and where to apply
- Networking (Not sure how to do it and don't feel like I know ANYONE!)
- Professional Branding (What's that even mean?)
- Salary Negotiation and Contracts
- Personal Planning (How to find an apartment, personal banking, etc.)

PROFESSIONAL PROFILE

(Resources: see strengths worksheet, pyramid worksheet, professional profile, or skills inventory)

What are some key words that you use to describe yourself?

What are some key “go to stories” you have which demonstrate your skills, moments that have been real “wins” for you.

What are some of the best moments during your NPU career? Moments when you felt “alive!” What were you doing in those moments and why do you consider them the best?

Think about what comes naturally for you. What are the things you so naturally do, it almost comes to you like breathing. List those here: (It can be anything!)

In a nutshell, share your “profile.” i.e. (see handout if you need help)

INDUSTRY RESEARCH

(Resources: <https://www.onetonline.org/> and <https://www.bls.gov/ooh/>)

Briefly share your industry/s of interest:

List at least 5 organizations or companies that do what you want to do (in the region you intend to live). If you don't know – meet my friend google. Familiarize yourself with those companies. What do they have in common? What are their workplace cultures like and how to you align or fit with their goals?

NETWORKING

Networking can feel really scary. Don't worry! Often it seems intimidating simply because you aren't sure of the "rules!" Once you have an idea of the expectations in a given circumstance then it becomes much easier. Here are a few frameworks to help:

WARM NETWORKING

STEP 1: YOU KNOW MORE PEOPLE THAN YOU THINK!

Either on paper, LinkedIn or another avenue, write down at least 60 contacts. That's RIGHT! 60! They do not have to be professional. They could be Great Aunt So and So. They can even be friends. Or your first grade teacher. Consider all the options. You may be connected to someone who has connections of which you are unaware.

STEP 2: LET THEM KNOW!

Often people struggle to let others know that they are launching a job search. Let me let you in on a secret. No really, come closer... (whisper) everyone expects a recent grad to be looking for work (LOUD

VOICE) REALLY! It's OKAY! There's no shame in it. The thing is, you don't have to say you're looking for a "job" you can instead paint people a picture of who you are, your strengths, industry areas, interests, and see if they have any advice or connections for you. Here is one good example: (and of course tailor it to how little or well you know someone.

Dear So and So,

As you know, I will be graduating in May! Can you believe it? College has been an incredible time of growth and learning. You may remember I am graduating with a B.A/B.S in _____. During my time in school I have discovered I excel when _____ (include strengths – for example: "When I work with those who have felt pushed out," "when I'm given a seemingly impossible problem and find a solution," "when a team really needs someone to build encouragement and momentum and I can play that role.") I've gained experience through my time _____ (list internships, experiences, and skills). Now I've decided I'm really looking to work in something that includes _____ (list types of work or industry areas, for example, "in a small nonprofit where I can serve marginalized communities," "a fast-paced media group where I can be involved with video production, or other client service needs," "a hospital setting where I can focus on patient advocacy and care").

I'm writing to see if you have advice for me as I launch my search or if you know of anyone in this line of work with whom I should connect. Thank you so much for thinking through this with me. I have attached my resume for you to pass along as well.

Thank you,

(-----)

If the person is someone you just met at a networking event, you can make it a little more brief and formal. If the person is a close friend, you can shift as needed. You can also let them know you will call them in a week or two to reconnect. You can also shift it to ask if you can meet them for a cup of coffee and turn it into an "informational interview."

STEP 3: NO REALLY, I MEAN IT, LET THEM KNOW

Really, go through your list, and connect with them one by one. Jobs are often not found online. They are found THROUGH PEOPLE!

COLD NETWORKING

(See Online Resources Page)

Meeting new people at a party or event is a great opportunity to network. Here are a few quick tips:

- 80/20 Rule – Establish a commonality or connection. Find something in common. As a general rule of thumb, a successful conversation may have you speaking about 20% of the time and the other person about 80% of the time. In other words, don't just try and impress them with your words. Listen to them, ask thoughtful questions about their field, and get them involved.
- Business Card – Make a professional business card using an online service or request your free ones at senior check-out! You will find this allows you an easy platform to ask for their card as well.
- Be Genuine – Really. People enjoy engaging authentic people who aren't *just* trying to get something.
- Don't monopolize or be monopolized – At a general networking event, you want to keep your conversations to a few minutes, 10-15 max, and that would be a really strong connection! A good way to end a conversation would be, "I have really enjoyed speaking with you tonight! I don't want to monopolize your evening. Could I get your business card so we could continue the conversation in the future?" And then MOVE on.
- You're NOT there for the food. –
- Beverages – Ahem, keep these to a minimum. We're talking first impressions here people.

LINKEDIN AND PROFESSIONAL BRANDING

(See Online Resources Page, Professional Profile hand out)

PERSONAL LIFE

BANKING AND SAVING

Most banks have free checking options. If you have not done this already, go ahead and begin your checking and savings account. There is always someone at a bank who would be happy to sit down with you and give you the "getting started" chat. You can google many budget templates and begin mapping your path. You can also consider systems like Mint.com or Digit.com.

KNOW YOUR NUMBER

(Resource: www.nslsds.ed.gov)

No need to bury your head in the sand about loans. They are there for many of us. It's best to find out exactly how much you owe right away. Usually there is a 6 month grace period following graduation. Many lenders/servicers are willing to work with you to establish a payment plan that works for you. If you find you're without work or not making enough to make your loan payments, call your lender/servicer to see what options are available to make your loan repayment more feasible.

NEVER pay to get assistance with federal student loan repayment or to consolidate your federal student loans. Your lender/servicer is required to offer you the benefits set forth by the federal government for free. In order to prevent your information from being used fraudulently, NEVER give out your personal information to an individual/company with whom you are unfamiliar.

MAKE IT REAL – LOANS: WWW.STUDENTAID.GOV

(Resource: <http://www.thesimpledollar.com/debt-payoff-calculator/>)

I _____ owe:

My monthly payment will be:

If I increase my payment in 5 years, to:

Then I will pay off the loan by this year:

SOCIALIZING AND FINDING MEANING

It is a big switch to go from being around peers with lots of activity opportunities to being around work colleagues for most of the day. It is important to still seek out places for meaningful connection to others, places where you can have a sense of community and balance.

In order to stay physically healthy I plan to:

In order to stay balanced and emotionally healthy I plan to:

To connect with friends and find meaningful community with others I plan to (church, volunteering, hobbies, meet up groups, clubs, etc.):

I know when I'm feeling down I can turn to:

OTHER GREAT RESOURCES

CDIOResources: <https://www.northpark.edu/outcomes/career-development-and-internships-office/resources/>

Job Opportunities: www.northpark.edu/careerhub

Alumni Resource: <http://www.northpark.edu/alumni>

Student Loans: www.studentaid.gov

Financial Literacy Info: www.cashcourse.org

Email for more help or information: careers@northpark.edu and connect with us on LinkedIn!

SPECIALIZED PROFESSIONAL TRACKS

If I am in Education, Nursing, Athletic Training, etc. I need to pursue the following licensure or state accreditation:

Important months, testing, timelines for me:

I am planning to pursue the following graduate schools:

Specialized dates, required letters of reference, tests, etc.:

As I consider graduate schools, my primary areas of research interest and focus are:

Other professional associations associated with my interest areas: (do a quick google search, you would be surprised!):