**FOUR YEAR CAREER ACTION PLAN**

<table>
<thead>
<tr>
<th>FRESHMAN: Explore</th>
<th>SOPHOMORE: Engage</th>
<th>JUNIOR: Experience</th>
<th>SENIOR: Enhance</th>
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</thead>
<tbody>
<tr>
<td>□ Meet with CPAD* to discuss major to career connection (decided or still exploring) and develop career goals. Meet with Student Success Center Success Counselors to create Soar in Four academic plan</td>
<td>□ Meet with CPAD to discuss internships and update career goals – if still exploring major/career path, utilize “What Can I do With This Major?” and career exploration tools</td>
<td>□ Complete Professional Development Track/Career Life &amp; Planning Course; build professional attire wardrobe; meet with CPAD to review plan; and demonstrate skills in internship and part/full-time positions</td>
<td>□ Meet with CPAD to develop plan of action: timeline, networking strategies, positions to target, events to attend, graduate tests needed and graduate school application deadlines</td>
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<tr>
<td>□ Complete CPAD career exploration tools to identify how skills, interests, values and personality align with careers and majors of interest</td>
<td>□ Conduct at least 2 informational interviews with professionals in careers of interest – send thank you within 24 hrs</td>
<td>□ Use LinkedIn and CareerShift to identify alumni and job shadow at least 2 – identify any needed skills and ask about hidden job market</td>
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<tr>
<td>□ Pursue meaningful work (part-time, summer or volunteer) and ask CPAD for help with obtaining a job shadowing experience</td>
<td>□ Identify needed technological skills for careers of interest and enroll in courses to expand skill set</td>
<td>□ Pursue opportunities to utilize technology skills in leadership, class and work roles</td>
<td>□ Make sure you have fulfilled all graduation requirements and no money is owed to the University (Advisor, Registrar and Bursar)</td>
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<tr>
<td>□ Develop professional resume using tip sheet (submit to your liaison for review) and update each semester</td>
<td>□ Create LinkedIn profile using CPAD tips, get free headshot photo taken and seek feedback on profile from CPAD – connect with alumni: linkedin.com/alumni</td>
<td>□ Schedule time weekly for career planning, exploration and preparation – evaluate if you will job search or apply to graduate programs</td>
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<tr>
<td>□ Create Handshake profile to search for part-time jobs</td>
<td>□ Update Handshake profile and resume and search for part-time jobs and/or internships</td>
<td>□ Update Handshake, LinkedIn profile, Runway involvement and resume and search for internships</td>
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<tr>
<td>□ Update social network sites’ privacy settings and behave professionally</td>
<td>□ Write a cover letter draft using O*Net descriptions: onetonline.org</td>
<td>□ Schedule a mock interview to practice interview skills</td>
<td>□ Develop budget, research salaries and prepare to negotiate based on skills, training and experience</td>
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<tr>
<td>□ Create Runway profile; join and engage in organizations to develop communication, collaboration and teamwork skills</td>
<td>□ Pursue leadership roles in organizations to develop leadership skills and enhance other related skills – track involvement in Runway</td>
<td>□ Communicate career goals to faculty and supervisors to determine from whom you want to request reference letters and ask to serve as references</td>
<td>□ Apply to relevant positions, track the status of each and follow-up on applications</td>
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<tr>
<td>□ Meet with advisor, instructors and older students to learn more about major(s) of interest and career options</td>
<td>□ Meet with faculty to pursue undergraduate research and service learning opportunities</td>
<td>□ Diversify experience by participating in a Study Abroad and/or Travel Study experience</td>
<td>□ Join professional organizations and LinkedIn discussion groups related to your field</td>
</tr>
<tr>
<td>□ Attend at least 1 CPAD event</td>
<td>□ Attend at least 1 career event and 2 CPAD career readiness events</td>
<td>□ Attend career and networking events (on and off-campus), career readiness events, etiquette dinner, etc.</td>
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The following CAREER COMPETENCIES are needed to transition successfully from college into the world of work. These may develop at different times for different students, but the goal is to pursue opportunities to encourage development of these alongside your academic experience.

| Critical Thinking/Problem Solving | Leadership | Global/Intercultural Fluency |
| Digital Technology | Professionalism/Work Ethic | Career Management |

* CPAD = Career Planning & Development
**ELEVATOR PITCH**

Introduce yourself in 30 to 60 seconds to succinctly communicate what you do well, what you bring to the position and organization, what you would like to do and what motivates you to take action.

**INFORMATIONAL INTERVIEW**

Ask a professional in your career of interest questions about corporate culture, job search strategies unique to the industry and educational training/experience needed to prepare to be a competitive candidate in the field.

**INTERNSHIP**

Internships integrate practical experience with education in a structured, supervised work environment. They are available year-round and typically last one semester.

**JOB SHADOWING**

Spend a day to a week with an employer to gain unpaid exposure to a career field of interest. Use your network and contact CPAD for help identifying Job Shadowing sites.

**MOCK INTERVIEW**

Call CPAD to schedule an experience that models a real interview. Be prepared to provide the organization name and position title. These can be interviews for anything from campus leadership positions to full-time job positions. Log into Big Interview to practice interviewing on your own: http://utm.biginterview.com

**RESUME**

This summary of your experiences communicates skills and personal traits that directly align with the needs of the employer. See tips and samples: www.utm.edu/careers. Submit your draft to your liaison or schedule an appointment with your liaison (see liaison list to the right) for feedback.

**TERMS DEFINED**

- **CANDID CAREER**
  Research careers through engaging videos. Access via the CPAD website: www.utm.edu/careers

- **CAREERSHIFT**
  View jobs from various sites in one place, research companies and identify company contacts. Access: myUTMartin portal

- **GOINGLOBAL**
  Access jobs, internships and job search strategies for other countries and U.S. Access via Handshake.

- **HANDSHAKE**
  Identify off-campus part- and full-time jobs and internships. Upload your resume to find and apply for available positions. Access: myUTMartin portal

- **LINKEDIN**
  Use to connect to industry experts, jobs and colleagues. Explore linkedin.com/alumni to find UT Martin alumni. Staff can help you build a strong profile, and we offer free headshot photos.

- **RUNWAY**
  Connect to and communicate with organizations as well as document your involvement. www.utm.edu/departments/studentorgs

- **SOAR IN FOUR**
  The program seeks to increase four-year graduation rates and improve career and professional skills to help graduates find profitable employment

- **STUDY ABROAD / TRAVEL STUDY**
  Challenge yourself to learn from and interact with people from around the world: www.utm.edu/cie

- **TYPE FOCUS**
  Discover careers that best suit you through three interactive career assessments, and research based on your results. Access via Handshake.

**RESOURCES**

**FINAL TIPS**

- Go to class and study – grades matter
- It’s ok if your major and career interests change
- Meet with your advisor, faculty members and Career Planning & Development staff often
- Build your professional wardrobe early
- Network – it’s the #1 way to get a job
- Approach your job search strategically
- Prepare – the job search can take 6 to 9 months

**CPAD TEAM**

Call 731.881.7712 to schedule an appointment with a CPAD staff member. We look forward to helping you Soar in Four and beyond!

Demetrius Robinson  
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Kameron Echols  
Assistant Director  
Business & Global Affairs

Katie Mantooth  
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Stay Informed: Facebeook.Twitter.Instagram @UTMCareer