

Career Development

Northeastern Illinois University

Career Planning Guide

This action-oriented plan will guide you through the career planning process.

First Year

(0 – 29 Hours)

Goals

- Learn about Career Development and other NEIU support services
- Register for Handshake
- Begin self-exploration process –assess values & interests
- Make connections between majors and careers
- Develop good writing, communication & study skills

Pre-Major

(30 – 59 Hours)

Goals

- Explore career possibilities and learn about different jobs
- Start networking –visit Career Development for tips
- Participate in volunteer opportunities to gain experience and learn about different fields
- Decide on a major & complete a Major Declaration Form

Continuously update and work on:

Meet with faculty, advisors, and career coaches to make connections between majors & careers

Draft of resume & cover letter

Transferable skills list

Career Exploration & Strategy

- Research careers & majors via MyPlan
- Meet with Career Development staff to discuss major/career options
- Take General Education courses that interest you

Career Exploration & Strategy

- Explore Handshake for internships & part-time jobs
- Evaluate your social media presence and remove unprofessional content
- Explore career options through on and off-campus involvement

Networking

- Attend campus programs connected to your major and career interests
- Become involved in student organizations related to goals
- Develop a personal portfolio related to your professional growth

Networking

- Conduct informational interview with professionals and/or alumni working in careers of interest
- Make at least one professional contact

Career Development

(773) 442-4680 • B-119

www.neiu.edu/university-life/career-development

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Post-Declaration

(60 – 89 Hours)

Goals

- Develop strategies for networking and job search
- Gain career-related experience via jobs, internships, and volunteer opportunities
- Explore different post-graduation options (i.e., graduate/professional school, service, organizations, etc.)
- Research labor market information
- If headed to graduate/professional school, prepare applications

Graduation Year

(90+ Hours)

Goals

- Refine networking & job search strategy
- Narrow and finalize career options
- Complete an internship relevant to goals
- Research licensing options, professional exams, & certifications
- If headed to graduate/professional school, submit application(s)

Continuously update and work on:

Meet with faculty, advisors, and career coaches to make connections between majors & careers

Draft of resume & cover letter

Transferable skills list

Career Exploration & Strategy

- Create a LinkedIn Profile and join groups
- Meet with Career Development to develop job search plan
- Seek out internships
- Attend career events on & off campus
- Assume leadership roles in student & volunteer organizations

Career Exploration & Strategy

- Meet with Career Development to review job search plan
- Start applying to jobs at least 6 months before graduation
- Follow up on all applications & keep records of job application status
- Actively engage in job search

Networking

- Attend conference/workshops related to your field of interest
- Join a professional association or student organization connected with your major or field
- Target individuals/organizations for informational interviews

Networking

- Discuss the nature of different jobs with faculty, staff, and business contacts
- Make sure everyone knows about your job search!
- Continue to attend career events & recruitment opportunities (on & off campus)

Don't worry if you haven't completed all these steps – these suggestions are intended to keep you on track! It's never too late to start!