What Do I Do After The "Basics?"

How Do I Apply For Jobs?

What Are More Advanced Things I Should Do?

Are There Things I Should Always Be Doing?

What is My Timeline For Internships And Full Time Positions?

Are Some Majors Different?



General Pirate Career Plan

Bayley Hall, Second Floor, Rm. 209

www.shu.edu/go/careers

careers@shu.edu

(973) 761-9355

Monday - Friday

8:45 a.m. - 4:45 p.m.

What Do I Do After The "Basics?"

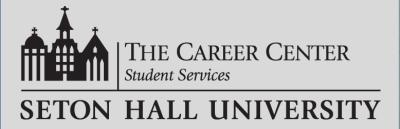
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If you are just starting out, there are a few simple things you can do.

In the Fall Semester of your Freshman year:

- Set up your Handshake Account. This is the job board of Seton Hall.
 Create your basic profile.
- Early in the Fall Semester, there is a large **Career Fair** as well as **Networking Events** with Employers and Seton Hall Alumni. Use these as opportunities to meet people and build your professional networking skills.
- Consider your initial career interests, identify and join Clubs to stay connected to career-related events.
- **Employers** often come on campus to discuss opportunities. Attend as many events, programs, site visits, and opportunities as you can.
- Create a basic LinkedIn account. You will continually update this throughout your career.
- Set up an appointment to meet with a Career Advisor at the Career Center.
 Call 973.761.9355 or stop by Bayley Hall Room 209.

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Once you've set up your Navigator and basic LinkedIn profiles:

- Meet with your Career Advisor to draft a Resume. Your resume will change
 often throughout your career. Learn the basics of how to sell your
 background to employers in the most appropriate way.
- Identify at least four Skills that employers want and create a plan on how you
 will acquire these skills while at Seton Hall. You can discuss this with your
 Career Advisor.
- Seton Hall runs two major Career Fairs, one in the Fall semester and one in the Spring semester. Also look for Networking Events and Employer Information Sessions.
- Meet professionals in your areas of interest to learn about your various
 Career Options.
- Did you join a Club yet?

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Handshake is the Seton Hall job board. It is a good source for internships and full time opportunities. You can find this on the SHU Portal at the Career Center tab.

- You should also look at the large Job Boards, such as Indeed.com and LinkedIn, but also create a profile on "niche" boards based on your areas of career interest.
- Make sure your **Resume** is in "good shape" for applications. Meet with your Career Advisor as often as you need to feel confident.
- Build a Cover Letter that complements your resume.
- It will be worth your while to attend an Interview Workshop. You can sign up for one at the Career Center.
- You might consider setting up Informational Interviews with a professional in your career field.
- Identify SHU Alumni in your target organizations and industries using tools such as LinkedIn, Career Shift, and PirateConnect.
- Put together your Interview Outfit. Speak to your Career Advisor for "dress for success" tips.

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You should always be looking to expand your comfort zone. Once your basics are in place:

Contact a potential **Mentor** to guide you through your career decision making.

Become a **Tutor** in your career area of interest or an area you wish to increase your own skills.

Research specific companies and industries to identify trends.

Seek out opportunities to **Network** with professionals to obtain information and get advice.

Take on **Leadership Roles** in clubs.

Write Articles and Blog Posts to LinkedIn and other social media sites.

Learn about Salary Expectations and ranges. Use sources such as salary.com.

Did you join a Club yet?



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THE CAREER CENTER Student Services SETON HALL UNIVERSITY

Always:

- Network, network, network
- Update your resume and LinkedIn Profile
- Update your Networking List and keep in touch with your contacts
- Attend employer events, networking events and Career Fairs
- Stay Connected to your Career advisor and Academic Advisor
- Apply for internships and full time positions; be alert to opportunities
- Be Positive

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Work Backwards:

- You want to be Hired after your Senior Year.
- The Summer after your Junior Year is a very important time to have a Career-Related Internship.
- You can start pursuing internships as Early as the Summer after your
 Freshman Year. This means you have six semester opportunities to intern
 prior to the Summer after your Junior Year these are the opportunities
 to build skills and experiences.
- Many companies recruit in the Fall for the following summer. Start your search early!
- Work with your Career Advisor on how to Translate your skills from volunteering and jobs from High School and College for your resume.
- Be **Open-Minded** to many types of companies and opportunities. This is your time to **Explore Options**.

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The Job Search process is similar in most cases. Some careers paths have specific "to-do's":

- **Transfer Students** need to meet with the Career Center in their first semester at Seton Hall to create a clear career plan.
- Some majors are "industry" terms (Sport Management, Healthcare), some are "academic" terms (Management, Economics) and some are "functional" terms (Accounting, Finance, Marketing, Technology, Supply Chain, Human Resources). It is typically a good idea to have one of your concentrations of study be **Functional** in nature.
- Some major require internships to graduate (Management, Sport Management). However, it should be seen as critical for all students to get Internship Experience during their college career.
- Some majors have specific academic requirements. For example,
 Accounting majors need to plan for 150 credits. These students also need to attend CPA Exam sessions.