

Career Path of a Warrior

Tracking goals for a successful transition into the workplace

Securing a career you desire after graduation is your goal, right? Indiana Tech's Career Center can help you make it happen.

The Career Center will help you create a plan for your future, measure your progress and pursue your goals—actions that are essential when transitioning your education into a successful career. Our wide-ranging resources are free, so take advantage of us at every opportunity.

Remember, the more effort you put into visualizing your future, the better that future will look.

The Career Center Mission

The Career Center mission is to prepare students and alumni for professional and personal success by providing advice, programs and activities related to self-assessment, career exploration and job search preparation.

Our focus is purely on the success of our students, the businesses they work with, and the communities they live in. That is why all of our services for students and employers are offered at no cost.

Our offices are located on the second floor of Andorfer Commons in room 229. Parking is free and available in the lots adjacent to Andorfer Commons.

Contact us today.

CareerCenter@IndianaTech.edu

Andorfer Commons, Room 229 1600 East Washington Blvd. Fort Wayne, IN 46803

260.422.5561, ext. 2217 260.422.1376 fax

CareerCenter.IndianaTech.edu

Increase Self-Awareness 1-30 credits

during the academic year

notes:

□ 1. Stop by the Career Center and chat with a Career Peer to learn about our services. Our Career Lab is open Monday-Friday 10-3 p.m. Or, check out our Virtual Career Center at CareerCenter.IndianaTech.edu/VCC.

□ 2. Meet other students and build a network. Your friends today could be your colleagues tomorrow. Start creating your LinkedIn profile. We can help or you can check out our LinkedIn self-review at ind.tc/SelfReview.

□ 3. Make an inventory that includes what you do well, things that challenge you, activities you enjoy and activities you dread. Knowing yourself is critical to making good career choices. Complete a Career Center assessment and work one on one with us to begin developing the "soft skills" that are important to employers. We are great at providing personalized attention.

□ 4. Strive for success in the classroom. Our Office of Student Success is available with tutoring services and other resources to help you.

□ 5. Seek insight from others close to you to help you identify what career-related traits you possess.

□ 6. Test your interests through student activities by joining a club or student organization. For a list of clubs, visit StudentLife. IndianaTech.edu or for a list of professional organizations related to your field, visit whatcanidowiththismajor.com.

□ 7. Work with your academic advisor to explore course options and minors that are tied to your interests and will make you more marketable to employers. If you are undecided, set up an appointment with the Career Center to develop a game plan.

□ 8. Take Pre-Internship Seminar – IIT 2000 in the spring to learn more about and prepare for internships. We cannot stress enough how critical interning is to your career.

□ 9. Create or update your resume. Get started at our virtual career center, CareerCenter.IndianaTech.edu/VCC/Career-Resources.

□ 10. Upload your approved resume on Warrior Jobs, Indiana Tech's online job posting system. Employers regularly use Warrior Jobs to recruit employees. Visit ind.tc/WarriorJobs. □ 11. Get involved in the community to learn about ho organizations function and the skills they require of the employees. Consider a part-time job or a volunteer exp as a way to gain exposure and experience. You can find opportunities on Warrior Jobs.

□ 12. Consider a part-time, campus or summer job tha you develop skills that will make you more employable. find opportunities on Warrior Jobs.

□ 13. Research internships throughout Indiana on indian

□ 14. Learn to manage your time wisely. It is important good balance between classwork, activities and socializ ensures you will achieve success academically and enjo aspects of the college experience.

□ 15. Begin planning and wearing a professional wardrobe find discounted apparel on sales racks and at resale shops. Professional Dress Day events to receive feedback on your View the calendar events at CareerCenter.IndianaTech.edu

□ 16. Identify influential people who can help you move your career and keep track of their contact information.

□ 17. Follow our social media channels (Facebook, Inst Snapchat, Twitter) for regular messages and information

during the summer

□ 1. Talk with your advisor to determine if attending subschool is a good strategy for you.

□ 2. Consider taking a summer job or becoming an intervolunteer to get real-world experience in a work environ Plan for this in late winter or early spring.

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Explore Career Alternatives 31-60 credits

during the academic year

 \Box 1. Review your plan to make sure you're on track.

□ 2. Strive for success in the classroom. Our Office of Student Success is available with tutoring services and other resources to help you.

□ 3. Identify careers that fit your skills and interests and let the Career Center help you explore those career paths.

□ 4. Talk to people who work in careers that interest you. Ask them how they prepared for those careers and what advice they have for you. We can help you develop questions that will garner useful answers.

1 5. Get a part-time job or pursue a volunteer experience that relates to a field that interests you. All experience is important.

□ 6. Utilize career libraries and occupational websites such as the O'Net (onetonline.org) and the Occupational Outlook Handbook (www.bls.gov/ooh/) to research career paths.

□ 7. Participate in a mock interview with the Career Center to hone your interview skills.

□ 8. Seek leadership positions in clubs, organizations or student government.

□ 9. If you are undecided, identify your general career goals and research majors that complement those goals.

□ 10. Continue to build a network of colleagues, faculty and prospective employers. Maintain relationships with influential people and update your contact information as needed.

□ 11. Update your resume and have it reviewed at our Career Lab (Monday-Friday, 10 a.m.-3 p.m.).

□ 12. Take elective courses and/or pursue minors that will enhance your marketability to employers. Even if you know what you want to major in, most students change their major sometime during their college careers. Learn new things and open yourself up to a whole new future.

notes:

□ 13. Discover or confirm a career direction by taking o personality assessments.

□ 14. Research professional associations which provide information about fields that interest you. Consider joini student member.

□ 15. Meet with the Career Center to learn the best way market yourself to an employer.

□ 16. Stick to a budget and manage your money wisely. employers are checking credit scores as a step in the hirir

□ 17. Check your professional wardrobe to make sure ev fits and is still in good shape. Continue shopping for disco apparel on sales racks and at resale shops. Attend our Pro Dress Day events to receive feedback on your choices.

□ 18. Check your online presence and consider creating presence on the web" with blogging, creating a website for etc. Don't let social media derail your career plans.

during the summer

□ 1. Talk with your advisor to determine if attending sur school is a good strategy for you.

2. Gain career-related experience through a summer Contact the Career Center to learn more.

□ 3. Start thinking about your career path and the geog locations that have a high demand for your selected car

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Gain Professional Skills & Experience 61-90 credits

during the academic year

notes:

□ 1. Review your plans to make sure you're on track and have completed all items.

□ 2. Update your resume and cover letter with a Career Peer's help, and learn how to tailor each document to the specific needs of each posting or an employer. Don't forget to update your resume on Warrior Jobs!

□ 3. Select electives and/or minors from other academic areas to enhance qualifications and marketability with employers.

□ 4. Obtain an internship or other relevant experience in your field of study after completing 60 credits.

□ 5. Start researching companies or organizations you may like to work for someday. Visit the employment area of their websites often.

□ 6. Attend Indiana Tech's annual career fairs to get a sense of what opportunities are available to students in your degree program.

□ 7. Attend Career Center events to learn more about the importance of networking and to practice networking skills. Visit CareerCenter.IndianaTech.edu/Calendar for a schedule of events.

□ 8. Etiquette Meal events will teach you how to interview over a meal. Don't get caught with the wrong fork. Register for events at CareerCenter.IndianaTech.edu/Calendar.

□ 9. Seek senior leadership positions in clubs and organizations to show employers your leadership skills. Employers seek out leaders. Evaluate your leadership, communication and people skills. Talk with the Career Center on strategies for improvement.

□ 10. Find a summer internship that focuses on areas in your chosen field.

□ 11. Secure informational interviews and job shadowing experiences with alumni and area employers. The Career Center can help point you in the right direction. The LinkedIn Alumni tool is a great way to start connecting with Indiana Tech graduates.

□ 12. Research graduate or professional schools and schedule admissions tests if you're considering graduate school as an option. Join our Grad School Club to learn more.

□ 13. Begin developing a list of references. Don't forget student organization advisors, faculty members and other university staff.

□ 14. Develop and nurture mentor relationships with fa and business leaders. Contact the Career Center and A Relations for a list of local alumni and employers interementoring students.

□ 15. Check your professional wardrobe to make sure effits and is still in good shape. Continue shopping for disc apparel on sales racks and at resale shops. Attend our Produces Day events to receive feedback on your choices.

□ 16. Reassess career goals and develop alternative care as needed. Don't forget to discuss your options with a far member or the Career Center.

□ 17. Continue to build relationships with influential peotexpand your network. Do something specific to build cr with professors and high-performing students. Find way them achieve their own goals.

□ 18. Research professional associations that provide in about fields that interest you. Join as a student member discover ways you can become involved.

□ 19. Stick to a budget and manage your money wisely. employers are checking credit scores as a step in the hirin

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during the summer

□ 1. . Talk with your advisor to determine if attending su school is a good strategy for you.

□ 2. Gain career-related experience through a summer Contact the Career Center to learn more.

□ 3. Take graduate school admissions test (GRE, MAT, MOPCAT, etc.), if applicable.

□ 4. Join our Grad School Club for more tips.

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Implement your Job Search 91-120 credits

notes:

during the academic year

□ 1. Keep your grades up and do not let senioritis undermine all your hard work! Work with a academic advisor for strategies on calculating your GPA to put your best foot forward.

2. Meet with your advisor to finalize plans for graduation. Make sure you've elected to receive all minors and endorsements for which you are eligible.

□ 3. Finalize your resume. Your resume should emphasize your accomplishments and clearly differentiate you from other candidates. What makes you special? Once you're done, have your resume and cover letter critiqued by the Career Center and upload into Warrior Jobs for employers to review.

□ 4. Practice interviewing with our interview platform (indianatech.interviewstream.com) or sign up to participate in our Mock Interview days to become comfortable answering and asking employment-related questions.

5. Talk to professionals about job-shadowing experiences. Connect with alumni and area employers to learn about opportunities and job-search techniques specific to your field.

□ 6. Research companies and organizations you'll be interviewing with and prepare thoroughly. Employers expect you to know about them, their services and the kinds of candidates that would make a good fit.

7. Complete your career portfolio with examples of projects and work completed in internships and in the classroom.

8. When researching prospective employers, identify needs within the organizations that match your skills and interests.

9. Request and schedule interviews with employers conducting on-campus recruiting, if possible.

□ 10. The beginning of your senior year is a good time to invest in your professional dress wardrobe. Make sure you have apparel appropriate for the type of career you want. When researching companies or interviewing, make sure you understand their dress code and dress accordingly.

□ 11. Attend Indiana Tech's annual Career Fairs to talk with employers about opportunities they have available to students in your degree program. Let them know you're close to graduation. □ 12. Continue getting experience through internships.

□ 13. Check out the Career Center's calendar of events Warrior Jobs for additional announcements.

□ 14. Use Warrior Jobs, company web sites, LinkedIn and network of connections to find job openings in your area

□ 15. Sign up for free e-newsletters online from organiz like Monster, Vault.com, and Quintessential Careers. The wealth of information for college students ready to grad

□ 16. Consider attending professional association conve and/or conferences relevant to your chosen career. Che faculty for more information.

□ 17. Submit an application for graduate and profession in the fall of your senior year. Take admissions tests if yo already done so.

□ 18. Maintain and strengthen relationships with advisor faculty and mentors to establish a corps of references an recommendations.

□ 19. Interview, interview, interview. Tell the Career Cen you accept a position!

□ 20. Tap all of your networking sources for useful info and job leads.

□ 21. Keep organized and detailed records of your cont utilizing the Job Search Record, which is available online

□ 22. Start utilizing appropriate employment websites.

□ 23. Seek references and recommendations from the influential people in your network.

□ 24. Conduct a thorough and enthusiastic job search.

□ 25. Complete your Graduate Survey to tell us about y after graduation.

□ 26. Don't forget to petition for graduation.

□ 27. Celebrate when you land your dream job. Now th work begins!

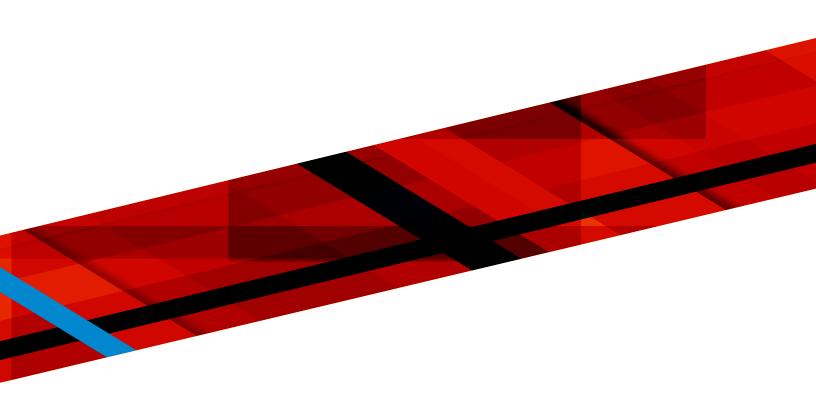
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