

Pilot MAP: 4-Year Career Plan

University of Portland Career Center

www.up.edu/career | Orrico Hall, Lower Level | career@up.edu | 503.943.7201



Research and Discernment

Tell Your Story

Get Involved

	FRESHMAN Explore	SOPHOMORE Engage	JUNIOR Experience	SENIOR Enhance
	<input type="checkbox"/> Meet with the Career Center to discuss: <ul style="list-style-type: none"> • Majors/minors • Career goals • Exploring career & internship options 	<input type="checkbox"/> Conduct at least 3 informational interviews : <ul style="list-style-type: none"> • Send thank you notes within 24 hours • Keep track of contact info & meetings 	<input type="checkbox"/> Continue to learn about the <i>hidden job market</i> by conducting 6-8 informational interviews	<input type="checkbox"/> Conduct at least 10-12 informational interviews : <ul style="list-style-type: none"> • Expand your network • Use LinkedIn to identify professionals & alumni • Connect with faculty
	<input type="checkbox"/> Keep your options open while exploring majors and electives: <ul style="list-style-type: none"> • Meet with advisor • Talk to students in various majors 	<input type="checkbox"/> Visit with professors whose classes you enjoy: <ul style="list-style-type: none"> • Learn more about their career paths and career options • Ask what you can be doing now 	<input type="checkbox"/> Explore your targeted industries/fields: <ul style="list-style-type: none"> • Join a professional association • Attend Career Center events 	<input type="checkbox"/> Research organizations & companies on interest: <ul style="list-style-type: none"> • Create a list of 5-10 target organizations • Review your network of contacts
	<input type="checkbox"/> Get involved: <ul style="list-style-type: none"> • Join a student club/organization • Get a part-time job • Volunteer • Attend campus events 	<input type="checkbox"/> Create a LinkedIn profile: <ul style="list-style-type: none"> • Review Career Center resources • Attend LinkedIn Lab • Join UP related groups 	<input type="checkbox"/> Schedule time weekly for career planning: <ul style="list-style-type: none"> • Be realistic about your time • Use Handshake to find positions 	<input type="checkbox"/> Meet with the Career Center in the fall to create an action plan for your final year: <ul style="list-style-type: none"> • Timeline • Target positions • Events to attend
	<input type="checkbox"/> Create a master resume: <ul style="list-style-type: none"> • Review resume handouts for tips • Bring draft to Express Advising 	<input type="checkbox"/> Write a cover letter for a specific job: <ul style="list-style-type: none"> • Use Handshake to find positions • Bring a draft to Express Advising 	<input type="checkbox"/> Schedule a mock interview : <ul style="list-style-type: none"> • Practice the skills necessary to land an internship/job • Invest in a suit 	<input type="checkbox"/> Prepare for interviews: <ul style="list-style-type: none"> • Research organizations • Conduct mock interview • Research realistic salary expectations and learn about negotiation
	<input type="checkbox"/> Orient yourself to college life & explore: <ul style="list-style-type: none"> • Activities Fair • Study Abroad • Shepard Academic Resource Center 	<input type="checkbox"/> Explore leadership through Franz Center , Moreau Center , Shepard Academic Resource Center , Residence Life & Green Dot Training	<input type="checkbox"/> Prepare for your post-grad plans: <ul style="list-style-type: none"> • Graduate school • Applied/intern experience • Post-grad service 	<input type="checkbox"/> Apply to relevant career opportunities: <ul style="list-style-type: none"> • Follow up on all applications • Keep a record of the status of each position
	<input type="checkbox"/> Attend at least 2 Career Center events : <ul style="list-style-type: none"> • Create your network • Learn about career options 	<input type="checkbox"/> Attend at least 1 Career Fair & 3 Career Center events : <ul style="list-style-type: none"> • Expand your network • Practice speaking with employers 	<input type="checkbox"/> Attend Career Fairs & at least 4 Career Center events : <ul style="list-style-type: none"> • Market yourself • Expand network • 60 second intro 	<input type="checkbox"/> Attend relevant Career Fairs & Career Center events : <ul style="list-style-type: none"> • Market yourself • Explore opportunities • Expand network