

Freshman (0-29 credits)

Resources for Success

Action Item	Completion Notes
Become familiar with Career & Employment Services Staff	My Career Specialist is: Date of appointment with Career Specialist:
Activate your CareerLink Account http://www.msubillings.edu/careers/	Username is your Student ID number without the -: Password:
Search for work-study and part-time jobs in CareerLink	What jobs are you interested in? Contact information for those jobs? How to apply for those jobs?
Attend career events to start networking with employers http://www.msubillings.edu/careers/upcoming.htm	Date and location of event you want to attend: Which employers did you connect with at the event (be sure to list their contact information so you can follow up with them to continue networking)?

Self-Discovery & Motivation

Action Item	Completion Notes
Complete an assessment that examines your interests, skills, and values. Assessments and interest inventories are accessible by contacting your Career Specialist in Career & Employment Services.	Date Completed:
Reflect on results from assessments	Thoughts on assessments:
Join a club or student organization on campus	What club did you join this year?

Career Planning	
Action Item	Completion Notes
Research the programs MSUB has to offer and see what graduates are earning and where they are working https://www.msubillings.edu/careers/graddata.htm http://www.msubillings.edu/careers/joboutlook.htm	What majors stood out to you? What employers stood out to you? Why?
Explore job outlook data at Montana Career Information System U.S. Bureau of Labor Statistics O*Net	What information surprised you the most?
Interview a faculty member in your major (or a major that interests you)	Date and location of interview: Name of faculty member interviewing: Reflect on interview. What did you learn? What surprised you?
Professional Readiness	
Action Item	Completion Notes
Begin to build a resume template	Check box here once your template is complete: <input type="checkbox"/>
Become familiar with talking about yourself. This will be a key skill down the road when you are applying for professional jobs.	What are key points that you would want an employer to know about you?
Sophomore (30-59 credits)	
Resources for Success	
Action Item	Completion Notes
Set a goal to volunteer with at least one organization this year (remember you can use volunteer experience on your resume). For information on volunteer opportunities you can also reach out to Center for Student Engagement.	Where did you volunteer? What did you learn from your volunteer experience?
Attend at least one workshop this year that is hosted by a department on campus.	What workshop did you attend? What was your biggest takeaway from the workshop?
Continue to attend career events and network with employers http://www.msubillings.edu/careers/upcoming.htm	Date and location of event you want to attend: Which employers did you connect with at the event (be sure to list their contact information so you can follow up with them to continue networking)?

Self-Discovery & Motivation	
Action Item	Completion Notes
Revisit your interest inventory assessments to make sure they align with your possible career paths	Reflection: What am I excited about with my current career path? What makes me nervous about my current career path? What has changed?
Career Planning	
Action Item	Completion Notes
Conduct an occupational interview – receive information on how to set up and conduct interview from Career & Employment Services	Date and time of interview: Name of person interviewing: Reflection on interview:
Participate in a job shadow experience - receive information on how to set up and participate in job shadow from Career & Employment Services	Date and time of job shadow: Employer who I will be shadowing: Reflection on job shadow experience:
Professional Readiness	
Action Item	Completion Notes
Update your professional resume (remember Career & Employment Services offers assistance with this)	Have I created or updated my resume recently: Yes _____ No _____ If no, check here once resume is updated: _____
Create a cover letter template (remember Career & Employment Services offers assistance with this)	Have I created my cover letter: Yes _____ No _____ If no, check here once cover letter is updated: _____
Utilize the Career & Employment Services Job Search documents for all supplies needed to start searching for jobs	What is one tip that my Career Specialist told me when applying for jobs? Tips on things to look out for when it comes to job scams:
Create a LinkedIn profile	My LinkedIn profile account is:

Junior Year (60-89 credits)	
Resources for Success	
Action Item	Completion Notes
Set another goal to volunteer with at least one organization this year (remember you can use volunteer experience on your resume). For information on volunteer opportunities you can also reach out to Center for Student Engagement.	Where did you volunteer? What did you learn from your volunteer experience?
Attend the Career Fair with goal of handing out your resume to at least 2 employers	Date of Career Fair: Which employers do you plan to hand your resume to?
Self-Discovery & Motivation	
Action Item	Completion Notes
Research potential employers you may be interested in working for	What employers stood out to you in your research? Why did those employers appeal to you?
Consider applying for/taking on a leadership role with a club or organization you are part of. Remember you can also add this leadership experience to your resume.	What leadership roles might you be excited in? How do you go about getting involved in that role?
Remember to be confident in your decisions.	What are ways that you can boost your confidence?
Career Planning	
Action Item	Completion Notes
Revisit your career planning goals and evaluate yourself	Reflection on goals How are you doing? Are there things you can improve upon?
Make connections with employers at events, talk about your abilities and skills	What abilities and skills do you want employers to know that you possess?
Apply and participate in an internship	What do you want to achieve and learn in an internship? Are there certain employers you would like to do an internship with?

If you are planning to apply for Graduate School, develop a Graduate Application Timeline	<p>Do you plan to apply to graduate school? Yes _____ No _____</p> <p>If yes, where do you want to apply?</p> <p>What are the application deadlines for those programs?</p>

Professional Readiness	
Action Item	Completion Notes
Update your resume – remember your Career Specialist can provide edits and assistance.	Check box here once resume is updated: <input type="checkbox"/>
Update your cover letter - remember your Career Specialist can provide edits and assistance.	Check box here once cover letter is updated: <input type="checkbox"/>
Create an Indeed Resume - remember your Career Specialist can provide edits and assistance.	Check box here once Indeed resume is created: <input type="checkbox"/>
Create an elevator pitch to use when networking with employers	<p>Develop your 30 second introduction: Who you are:</p> <p>What you are good at:</p> <p>A key relevant experience:</p> <p>What you are looking for in an organization/company:</p>
Complete a mock interview with Career & Employment Services to practice your interviewing skills	Date of mock interview:

Senior (90 and more credits)	
Resources for Success	
Action Item	Completion Notes
Apply to graduate from MSUB https://www.msubillings.edu/reg/graduation.htm	Check here once you submit your graduation application: _____
Attend the Career Fair with goal of handing out your resume to at least 2 employers. http://www.msubillings.edu/careers/upcoming.htm	<p>Date of Career Fair:</p> <p>Which employers do you plan to hand your resume to?</p>
Remember you can still use our services even after graduation!!	How can you stay connected with Career & Employment Services after graduation?

Self-Discovery & Motivation	
Action Item	Completion Notes
While you are applying for jobs, reflect on your interests and values.	<p>What professional values are important to you to have in a career?</p> <p>What interests and skills do you want to work with/utilize in a career?</p>
Career Planning	
Action Item	Completion Notes
Create your job search timeline	<p>What employers would you like to work for?</p> <p>What openings do they currently have?</p> <p>What are the timelines for their openings?</p> <p>How do you apply for jobs with those organizations?</p> <p>Are you applying for jobs out of state? If so, and if there are licensure requirements, be sure to contact that state agency for information on working within the state.</p>
Start applying for jobs	<p>What jobs did you apply for?</p> <p>Interview dates and times for those jobs?</p>
If attending graduate school, start applying.	Graduate school applications submitted to:
Professional Readiness	
Action Item	Completion Notes
Update your resume	Check box here once resume is updated: <input type="checkbox"/>
Update your cover letter	Check box here once cover letter is updated: <input type="checkbox"/>
Update your Indeed Resume	Check box here once Indeed resume is updated: <input type="checkbox"/>
Update your LinkedIn Profile	Check box here once LinkedIn Profile is updated: <input type="checkbox"/>
Participate in a mock interview to practice interviewing skills (remember we offer this service in Career & Employment Services)	<p>Date of mock interview:</p> <p>What was feedback you received from your mock interview?</p>
Your Year After Graduation	
Resources for Success	
Action Item	Completion Notes
Remember you can still use our services even after graduation!!	How can you stay connected with Career & Employment Services after graduation?

Grad Survey Time – We will be contacting you via email and phone to encourage you to complete the Annual Grad Survey. This information is so important for students (both prospective and current).	Did I complete the Annual Grad Survey?
Self-Discovery & Motivation	
Action Item	Completion Notes
Reflect on your current work situation.	<p>Are your professional values supported in your current position?</p> <p>What do you enjoy about your current position?</p> <p>Is there something about your current position that you do not enjoy?</p>
Get involved with your local community	Are there places to volunteer, organizations to be a part of, or community rec sports to get connected with?
Career Planning	
Action Item	Completion Notes
If you plan to continue your education to reach your career goals, consider developing a timeline to achieve those goals	<p>Do I plan to continue my education?</p> <p>If so, what steps do I need to consider?</p>
Stay up to date on licensure, certifications, etc. required for your career.	<p>Do you need to continuously take any licensure or professional exams to stay current in your profession?</p> <p>If so, what are the websites for information on those professional licensures and certifications?</p>
Professional Readiness	
Action Item	Completion Notes
Continue to update your resume once a year	Check box here once resume is updated: <input type="checkbox"/>
Keep your Indeed Resume updated	Check box here once Indeed resume is updated: <input type="checkbox"/>
Remember to maintain your LinkedIn Profile	Check box here once LinkedIn Profile is updated: <input type="checkbox"/>