

# Career Planning Checklist

*KPU School of Business*

## Self-Awareness

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- I can name 5 – 10 tasks or activities that I enjoy most. (think work-related, spare time, volunteer, internship, other)
- I can list at least 5 of my best skills that could be used in the workplace with specific examples to back them up
- I can identify skills that I would like to acquire or improve.
- I can articulate what I expect to gain from my education.
- I have identified and I can list 5 work values that are important to me. (e.g. life-work balance, room for advancement, etc.)
- I have met with my Student Success Coach to assist me with the above

## Labour Market Research

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- I can identify up to 5 job titles that fit my interests, level of skills and education.
- I know what experience is required for these occupations.
- I have an idea of the most common tasks and activities for the position(s) I am considering.
- I can name 5 employers that I would like to work for
- I know of certifications I might need in order to succeed in these occupations
- I have talked to at least 3 people who are working in my potential occupation(s) to learn about what they do on a daily basis and any advice they have for me, and to make connections (network).

## Getting Experience

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- I am involved in student associations and other activities related to my major that will add important relevant skills for my future career.
- I have researched volunteer or part-time employment possibilities related to my career choices
- I have joined or will join relevant British Columbia or national professional associations.
- I have a well written, relevant, customized and almost perfectly formatted resume that I continually update
- I have met with my Student Success Coach to assist me with the above

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## Job Search

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I have a clear understanding and I can communicate my immediate career goals.

I can identify up to 10 small and medium size employers who hire in my field.

Studies show that 80% of all jobs are not advertised. I have already started networking!

I can name 4 job search engines or other sites for advertised job vacancies.

I am confident I have an effective resume(s) for the occupation(s) I intend to pursue that need(s) no improvement or another opinion.

I have a good cover letter and I know how to target it to specific organizations and positions.

I have created a business profile, joined professional groups and started networking on LinkedIn

I understand the perils of a badly managed social media activity for employment

I have identified people that could act as references and confirmed their willingness to vouch for my skills, knowledge and professionalism

I have the knowledge and the tools to thoroughly research organizations I intend to apply, enter and keep relevant information on them

I am committed to attend campus/local/regional/national in-person and virtual job fairs.

I have met with my Student Success Coach to assist me with the above

## Interview Preparation

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I have learned about the interview process by attending School of Business webinars, reading handouts, and other sources

I am familiar with different interview formats and questions that may potentially be asked.

I have learned some ways to improve my interviewing skills.

I have practiced interviewing with my Student Success Coach.

I can clearly communicate to a potential employer why that organization should consider hiring me. (Tell me about yourself...)

I have met with my Student Success Coach to assist me with the above

**WHAT'S NEXT<sup>1</sup>:** Schedule an appointment with your Student Success Coach! You can never be too prepared to search for professional employment in a business like environment!

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<sup>1</sup> Reference: <https://www.fredonia.edu/student-life/career-development-office/career-planning-checklist>