Freshman Year: Start Early. Listen, Explore, Set Goals, & Participate.

- Start your life calling and career planning early by trying out classes that interest you in addition to taking core classes which will give you a firm foundation in the Liberal Arts. Pursue excellence in your academics.
- Explore majors/disciplines to find out what they are really about.
- Explore graduate schools to find out early about specific areas of expertise and the preparation and academic requirements necessary to get into outstanding programs.
- Look carefully at all the options for involvement outside of class where you can develop transferable skills. Think about areas of service where you can be utilized for God's glory.
- Think about what you most want to get out of your college experience.
- Develop tentative short- and long-range personal goals.
- Take the Myers-Briggs personality profile through the Vocatio Center for professional assessment and interpretation.
- Identify interests, values, and abilities through Vocatio Center programs and printed resources/books (i.e. What Color is Your Parachute). As a believer, it is your responsibility to utilize and understand your giftedness and to seek to apply those gifts for service worthy of your calling (Romans 12).
- Explore different life calling and career fields and gather information about options by talking with professionals and reading vocational interests books, articles, and other resources. Talk with faculty.
- Visit the Vocatio Center to secure an appointment for an initial intake interview to discuss your academic, life calling, and career goals and to begin developing your professional documents such as the résumé, cover letter, portfolio, etc.


- Further explore academic disciplines/majors of interest.
- Decide on a major. Work diligently towards academic excellence in your field.
- Find a “sub-group” where you can feel a part and exercise your abilities and skills and grow personally and professionally as you move further into your college career.
- Shadow someone in your field of interest and continue exploration of life calling and career options. Visit the Vocatio Center to get assistance securing a job shadowing assignment.
- Take full advantage of in-depth opportunities for self-assessment of strengths, unique abilities, interests, personality types, and values. Schedule an appointment with a Life Calling and Career professional.
- Consider career-related internships, practica, volunteer opportunities, and independent study options.
- Re-assess your life calling and career interests, abilities, and values to ensure that you are on track with God's calling for your life.
- Participate in best-fit on-campus mentoring and recruitment opportunities available.
- Conduct informational interviews to learn more about the real world of work and career options.
- Identify possible internship areas available through your academic department and/or the Vocatio Center.
- Begin your internship research and begin to apply for opportunities. The Vocatio Center can help with interview prep for your summer internship opportunity prior to your junior year!
**Junior Year: Aspire. Research Grad Schools and Professional Internships.**

- Participate in the Vocatio Center’s Five-Star Aspiring Pre-Professionals process to develop in five critical areas.
- Graduate school and/or an internship for academic credit should be foremost in your mind, so start researching and begin the application process for either or both! Start the application process now.
- Focus on/explore several career possibilities more in-depth; select at least five that are most interesting.
- Work with a Life Calling and Career professional to develop your application materials.
- Sign up for an internship now or early senior year through your academic dept. and/or the Vocatio Center.
- Determine requirements, academic and experiential, for these choices; continue self-assessment.
- Look at graduate school options and requirements carefully, and begin developing the personal statement and studying for the required grad school exam(s) for your program(s) of interest. Be mindful of application deadlines and meet them.
- Work to establish professional contacts in areas that interest you.
- Develop a résumé and cover letter that markets career-related qualifications.
- Gain valuable experiences in your chosen area through internships, part-time employment, or summer opportunities.
- Begin identifying preferred work settings (i.e. Christian, secular, large industrial, small business, non-profit, education, healthcare, social services) and geographic options. Develop ongoing contacts through alumni and personal networking.
- Participate in any on-campus recruiting that is in your area of interest, especially through CareerU!

**Senior Year: Search and Secure. Prepare, Interview, Secure References, Pursue, Follow-up, and Celebrate.**

- Begin your life calling and career search now, before you graduate. The preparation that you make early in senior year will determine the opportunities you will have beyond commencement.
- Attend capstone, discipline-specific workshops on résumé writing, interviewing skills, portfolio development, salary negotiation, and the overall career search process.
- If you have not done so, apply in early fall semester and take necessary examinations for graduate school.
- Continue to develop professional contacts in your field of interest and target your résumé for each opportunity.
- Conduct more informational interviews especially early in your senior year before you accept any formal interviews.
- Use resources for researching specific companies and graduate school programs which offer financial support through assistantships, internships, and part-time opportunities.
- Upload your résumé to CareerU to ensure that employers can access your credentials.
- Secure references from faculty, staff, or former employers who can attest to your qualifications. Select individuals who know you best and contact them for written references 4 to 6 weeks in advance
- Develop lists of potential employers related to your occupational field. Utilize the NACE annual directory, chamber of commerce, library references, employer directories, etc.
- Prepare contact lists of friends, faculty, and family you can contact regarding available openings, possible employers, and additional referrals. (About 75% of jobs are filled through personal contact)
- Aggressively pursue related leads through listings on CareerU and career expos.
- Responsibly follow-up on leads and send thank-you letters after interviews for employment or grad school.
- Celebrate that new entry-level career opportunity and/or your acceptance to grad school with a note to all of your networking contacts regarding your new position, and by all means, inform the Vocatio Center for Life Calling and Career on your success. We want to celebrate with you!

---

**Esperanza Gonzalez,** *Associate Director/Student Success*

**Alma Hernandez,** *Employer Relations and Recruitment Manager*

**Breanne Valles,** *Programming Coordinator*

731.661.5421 • http://www.uu.edu/studentlife/vocatio-center