

# Career ACTION PLAN



*Culverhouse*  
College of Business

**Career Center at Culverhouse**

**THE UNIVERSITY OF ALABAMA®**

**Explore. Develop. Connect.**

Following a career action plan that provides recommended steps will help you reach your goals. One of the first steps is to explore and gather information about possible majors and careers. If you are unsure about your major or career path, begin with self-reflection. In order to make informed choices about majors and careers, students need to first evaluate their values, interests, personality traits, and skills.

**Values:** What is important to you? What motivates you?

**Interests:** What do you enjoy doing? What subjects do you like?

**Personality Traits:** What energizes you? What environment suits your learning and work style?

**Skills:** What are activities in which you excel? What are your natural abilities?

Evaluating these personal areas requires honest reflection and many students find it helpful to work with a career advisor to ensure that they are conducting a thorough self-assessment.

This action plan belongs to:

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Major

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Graduation Date

# Career Center Services

## **Major Selection**

Discuss internships and career opportunities for Culverhouse majors.

## **Assessments**

Meet with a career advisor to talk about personality and strengths assessments and which one may be right for you in assisting in your selection of a major or career path.

## **Resume & Cover Letter Development**

Learn what employers recruiting Culverhouse students look for in professional resumes and cover letters and how to showcase your knowledge, skills and abilities.

## **Culverhouse Connections**

Participate in the college-wide mentoring program that offers mentoring, corporate visits and professional development opportunities.

## **Handshake**

Utilize The University of Alabama's online recruiting system which offers access to employer job postings and internships. You can use this system to find out who is recruiting on campus, which employers are attending the career fairs, and what events employers are hosting.

## **Professional Development Programs**

Join us to hear from employers about a variety of topics that will help you be more competitive in the job or internship market.

## **Employer Events**

Participate in information sessions, mock interviews, resume reviews, and informational interviews conducted by company representatives recruiting Culverhouse students.

# First Year

## ACTION STEPS:

**☐ Focus on academics and meet with your academic advisor.** Make sure that your academics are a priority. Research and explore industry GPA as well as other requirements through Handshake.

**☐ Review the list of majors.** Go to <http://www.ua.edu/majors> to review majors offered at UA. Do not eliminate majors simply because you know nothing about them. By clicking the major, you can obtain a general description and other information to help you determine if this might be a fit for you. Attend the Majors Fair to learn about majors across campus.

**☐ Brainstorm and make lists of your interests, skills, values and accomplishments.**  Explore CareerBeam ([career.sa.ua.edu/resources/careerbeam](http://career.sa.ua.edu/resources/careerbeam)). Take a broad range of self-assessments providing comprehensive results summarized in a Career Profile Report. Also, visit Candid Career to learn how your interests will translate into a career.

**GOAL:** Explore and gather information about possible majors, specializations and careers.

**□Get involved and build your network.**

Attend UA's Get on Board Day to learn about campus organizations, volunteer opportunities, and other ways to get involved. Joining an organization is a great opportunity to develop networking skills and gain leadership experience.

**□Develop professionally.** 

Attend Culverhouse Connections professional development workshops to connect with employers as well as with Culverhouse students, staff, and faculty. These workshops will help you develop a better understanding of your career options and how to reach them.

**□Begin to create a professional resume.**

Your resume is a document that you will continually add to and revise. Meet with a career advisor to learn about how to make a master resume for your college career.

**□Seek out summer experiences.** 

Take advantage of semester breaks and summer to work or volunteer. These experiences will help you develop transferable skills while building your resume.

# Second Year

## ACTION STEPS:

**Review First Year Action Steps.**

**Check your email for Career Center and Culverhouse Connections information.**

Connect with the Career Center at Culverhouse on social media for important information about events, jobs, and fairs.

**Research industries and occupations of interest.** 

Use the Occupational Information Network to search occupations of interest and narrow your list of potential occupations. Use Candid Career to view informational video interviews from industry professionals.

**Develop your resume.**

Resume styles vary across industries and majors so make sure to find out which resume is right for your job or internship search. Learn about Handshake and how to look for jobs and internships for your major and anticipated career.

**Talk to your academic advisor.**

Career advisors can relay information about how careers and majors are related. Talk to your academic advisor to make sure your academic plan is on target.

**GOAL:** Prepare yourself to make decisions about your major and potential careers. Begin to develop an internship plan.

**☐ Meet with the Culverhouse Internship Coordinator.**

Gaining career-related experience prior to graduation enables you to try out your career of interest and confirm or redirect your goals. Participating in the day-to-day work and observing the culture and environment are the best ways to research a career.

**☐ Explore leadership opportunities.** 

Seek positions of leadership in campus and/or community organizations.

**☐ Apply to the Culverhouse Connections Mentoring Program.**

Complete a mentee application to be paired with a professional in your career interest area.

**☐ Practice mock interview skills with InterviewStream.** 

Create an InterviewStream account and record a mock interview.

**☐ Attend events and professional programs.**

Attend Career Fairs to talk to industry representatives about internships and opportunities within their organizations. Attend Culverhouse Connections programs to learn and develop skills for your job search.

#GetHired

[culverhouse.ua.edu/career](https://culverhouse.ua.edu/career)

# Third Year

## ACTION STEPS:

**Review previous years' action steps.**

**Update your Handshake account.**

Make sure your profile is updated and a current resume is uploaded in the system before applying to internships and full-time positions. Viewing jobs and internships in the system will help identify gaps in skills, knowledge, and experience that you need to work on to reach your goals. Career advisors can discuss strategies to fill these gaps.

**Meet with the Culverhouse Internship Coordinator.**

Discover internship opportunities for Culverhouse students, develop an internship strategy, and learn valuable tips about how to perform successfully during the internship experience.

**Intern, co-op, or gain practical experience through a relevant position.** 

**Develop professionally.**

Pursue leadership roles in campus organizations and project teams. Invest in professional attire for upcoming professional interviews. Visit the Crimson Career Closet at the main Career Center if you need a professional suit for an interview.

**GOAL:** Choose a career that is potentially right for you and gain solid experience through internship(s), volunteering, class projects, global programs and campus organizations.

**□ Create and practice your elevator pitch.**

An elevator pitch is a conversation starter that leaves an impactful impression of who you are and what your career goals are.

**□ Create an “Allstar” LinkedIn account.** 

Use [university.linkedin.com](https://university.linkedin.com) for tips on creating your profile. Connect with organizations to keep up to date on current events within the company and industry. Begin connecting with networking contacts.

**□ Explore global opportunities.** 

Visit Capstone International to learn about volunteer and study abroad opportunities. Consider an international internship. Applications for scholarships to assist with expenses can be found at [studyabroad.ua.edu](https://studyabroad.ua.edu).

**□ Attend events and professional programs.**

Attend Career Fairs, information sessions and employer sponsored events. Talk to industry representatives about internships and opportunities within their organizations. Attend Culverhouse Connections programs to learn and develop skills for your job search.

#GetHired

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# Fourth Year

## ACTION STEPS:

**Review previous years' action steps.**

**Confirm and evaluate your career choice.** 

Review self-assessments along with values, interests and motivations to evaluate jobs that may be right for you.

**Keep your Handshake account updated.**

Make sure your profile is updated and a current resume is uploaded in the system before applying to internships and full-time positions.

**Network.** 

Make sure to keep your LinkedIn account updated each semester. Also, look to connect with our alumni association once you have secured a job and know where you will live after graduation.

**Apply to the Culverhouse Connections Mentoring Program.**

Stay connected as an alum by applying to be a mentor through Culverhouse Connections. Mentors are matched with students based on major, industry, and personal interests.

**GOAL:** Confirm your career choice and refine your search strategy.

**□ Develop professionally.** 

Attend professional development programs through Culverhouse Connections.

**□ Plan your transition from college to career.**

Attend programs and meet with an advisor to discuss a transition strategy, budgeting after college, and evaluating a job offer. If appropriate for your career goals, research programs and entrance requirements for graduate school.

**□ Plan your transition from college to graduate school.**

Make plans to take entrance exams. Set up a time line to apply for graduate and professional schools.

**□ Meet with your academic advisor.**

Make sure you are on track for graduation and have filled out paperwork for receiving your degree.

**□ Complete the First Destination Report.**

The survey can be found at [career.sl.ua.edu](http://career.sl.ua.edu).

# Career Readiness Competencies



## Leadership

Leverage the strengths of others to achieve common goals. Organize, prioritize, and delegate work effectively. Use interpersonal soft skills to guide, coach, and motivate others.



## Oral/Written Communication

Articulate thoughts and ideas clearly and effectively to a variety of audiences. Demonstrate public speaking skills as well as a strong knowledge of English grammar.



## Critical Thinking/Problem Solving

Exercise sound reasoning and analytical thinking. Use knowledge, facts, and data to solve problems and make strategic decisions.



## Career Management

Identify and articulate skills, strengths, knowledge, and experiences. Navigate career options, network with professionals across the globe, and pursue opportunities for success.



## Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.



## Professionalism/Work Ethic

Demonstrate personal accountability, effective work habits, punctuality, working productively with others, time management, understanding the importance of a professional work image, and demonstrating integrity.



## Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Try to demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.



## Teamwork/Collaboration

Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints; work within a team structure; learn to negotiate/manage conflicts.

# ONLINE RESOURCES

Below are just a few of the many online career resources that exist to help you in all aspects of your career development and job search.

## **CULVERHOUSE.UA.EDU/**

### **CULVERHOUSE-CONNECTIONS**

Culverhouse Connections provides all business students with the opportunity to expand their professional horizons and career development through workshops and mentorship programs.

## **THESOURCE.UA.EDU**

Learn about campus organizations and get involved! Gain an experience outside of the classroom and cultivate your leadership skills through different opportunities that suit your interests and passions.

## **CANDIDCAREER.COM/ALABAMA**

Learn how your interest translates into a career! Browse through informational video interviews featuring industry professionals and get the inside scoop that will give you an edge in your job search.

## **LEADANDSERVE.SL.UA.EDU**

Give back to your community and volunteer your time to those in need. Make an impact through AI's Pals, Alternative Spring Break, or other opportunities on a weekly, monthly, or even yearly basis.

## **ONETCENTER.ORG**

The Occupational Information Network provides comprehensive occupational descriptions and data for use by job seekers. Use this tool to research industries and narrow your list of potential occupations.

## **BAMA.INTERVIEWSTREAM.COM**

Our virtual mock interview service with InterviewStream allows you to practice interviewing at any hour of the day in any location with internet access and a webcam.



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