Plan it

Career Readiness Guide

The following career readiness guide identifies steps to work towards achieving your career goal. Moreover, users can adopt and develop the guide as a career readiness system to support the achievement of a career goal. First, answer each career goal question. Then, proceed to complete each item in steps 1-4 until all items and steps are completed.

**Career goal questions**

What is your career goal after graduation? ___________________________________________________________________________

What else do you need to learn about your career interest? ___________________________________________________________________________

What will get you one step closer to achieving your career goal? ___________________________________________________________________________

**Assessment**

- Reflect and identify career goal
- Perform a CareerBeam career-assessment
- Complete an MBTI Personality Type Assessment
- Conduct a Strong Interest Inventory
- Describe your personality
- Identify skills and abilities
- Determine your values
- Assess preferred work environment and lifestyle
- Discuss career interests with a Career Pathways Advisor
- Talk to a Pre-Health, Pre-Law, or Pre-Grad advisor
- Meet with USC Dornsife Faculty
- Contact a Career Center counselor

**STEP 1**

**Exploration**

- Explore majors, minors, and elective courses
- Study Career Pathways Major 2 Career Maps
- Review *What can I do with a major in* on connectSC
- Network on LinkedIn & the USC Career Network
- Conduct Informational Interviews with USC Alumni
- Review ONET online & BLS Occupational Handbook
- Research on connectSC Vault, Hoovers, Glass Door, etc.
- Work. Intern. Research. Volunteer & more!

**STEP 2**

**Skill-Development**

- Critical Thinking/Problem Solving
- Oral /Written Communication
- Teamwork/Collaboration
- Information Technology Application
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global & Intercultural Fluency

**STEP 3**

**Career Search**

- Establish professional social media like LinkedIn
- Draft a Resume or CV
- Write a Cover Letter
- Develop your Elevator Pitch
- Practice interview skills
- Identify career opportunities
- Apply for career opportunities
- Negotiate offers when applicable

**STEP 4**