

Plan it

Career Readiness Guide

The following career readiness guide identifies steps to work towards achieving your career goal. Users can adopt and develop the guide as a career readiness system to support the achievement of a career goal. First, answer the career goal questions. Then, assess steps 1-4 to determine the immediate actions needed to complete your career goal. Visit our Career Development Webpages!

What is your career goal after graduation? _____

What additional information, experience, or skill do you need to gain to facilitate your career goal? _____

What is the next step (action) you need to take to help you achieve your career goal? _____

STEP 1

- If you are unsure of your career goal, start by describing your personality, abilities, interests, values, and meaningful experiences; otherwise known as your *career self-concept*
- Use diagnostic tools to help you identify your career self-concept and career preferences:
 - O*NET Career Exploration Tools
 - Myers-Briggs Type Indicator (MBTI)
 - Strong Interest Inventory
 - Clifton Strengths Assessment
 - 16 Personalities

Assessment

- 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 2

- 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 Trojan Network

Exploration

- 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 3

- Critical Thinking/Problem Solving
- Oral /Written Communication
- Teamwork/Collaboration
- Information Technology Application

Skill-Development

- Leadership
- Professionalism/Work Ethic
- Career Management
- Global & Intercultural Fluency

STEP 4

- Establish professional social media like LinkedIn
- Draft a Resume or CV
- Write a Cover Letter
- Develop your Elevator Pitch

Career-Search

- Practice interview skills
- Identify career opportunities
- Apply for career opportunities
- Negotiate offers when applicable