

# CAREER PLAN CHECKLIST

Follow these prompts to ensure that you are on track for career readiness before you graduate.

## Explore Majors/Careers

- 1) I know my top 3 interest areas:  
(if unsure, complete the [Focus2 assessment online](#))  

Realistic	Investigative
Artistic	Social
Enterprising	Conventional
- 2) I know my personality preferences:  
(if unsure, complete [Focus2 assessment online](#))  

Communication style (e.g. oral/written/1-1/group):

How you receive/process information (e.g. intuition/facts):

How you like to make decisions (e.g. logic/feeling):

How you organize your life (scheduled/ spontaneous):

Preferred work environment (startup/corporate/nonprofit):
- 3) I know my top 5 [career values](#): (when making career decisions what's most important to you)
- 4) I have identified my top major(s) and/or minor(s) of interest: (if undecided, review the [Major & Career Exploration Guide](#))  
Major(s):  
Minor(s):
- 5) I have identified my top industries of interest:  
(if unsure, explore [Career Pathways](#))
- 6) I have identified my top transferable skills:  
(review [this skills list](#) and highlight your top skills)
- 7) I have used [Handshake](#) to identify 3 internships/ jobs of interest, list job title and company name:
- 8) I can articulate why the positions listed above are of interest to me (helpful for LinkedIn summaries and cover letters) outline a few reasons below:

## Build Your Experience

1) I have identified the skills I need to develop through the [Skills Gap Analysis](#) handout

2) I have reviewed [LinkedIn Learning](#) to find courses to help me build new skills

Name of Courses:

3) I have identified my top 2-3 class projects that highlight transferable skills relevant to my positions of interest

Project Title:

Skills used:

Project Title:

Skills used:

4) I have identified [extracurricular activities](#) to pursue which help develop [career readiness skills](#), list clubs/organizations/volunteer experience below:

Organization Name/s

Skills developed:

5) I have completed:

Volunteer Work

Study Abroad

Service Learning

Internship/s

Research Project

Part-time/On-campus

Organization Name/s

Skills developed:



## Launch Your Career

- 1) I have developed my professional brand and have had my collateral reviewed (career coach, mentor, employer):

Resume

Cover Letter

[Handshake Profile](#)

Conversation Starter

[LinkedIn Profile](#)

Website/Blog/Portfolio

*For help developing these, refer to our [career guides](#).*

- 2) I have identified my preferred networking strategies and participated in the following activities:

Identified my Network

[SJSU<sup>2</sup> Mentoring & Meetups](#)

Informational Interviews

On-campus Speaker Events

[Student Organizations](#)

Professional Associations

Job and Internship Fairs

Employer Info Sessions/Talks

- 3) I have identified and follow my top 10 employers of interest (website, social media, LinkedIn) :

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Additional Notes/Updates:

## Next Steps

I have identified my next career preparation goals and timeline. Indicate your next steps for each of your remaining semesters and the due dates to track your progress.

Semester

Due Dates:

- 1.
- 2.
- 3.

Semester

Due Dates:

- 1.
- 2.
- 3.

Semester

Due Dates:

- 1.
- 2.
- 3.

Semester

Due Dates:

- 1.
- 2.
- 3.

Semester

Due Dates:

- 1.
- 2.
- 3.