CAREER CHAMPIONS
MICHIGAN STATE UNIVERSITY | STUDENT-ATHLETE SUPPORT SERVICES

FRESHMAN YEAR CHECKLIST
*Begin career development by properly assessing your skills, abilities, and strengths through career exploration*

☐ Complete the Likes/Dislikes Worksheet
☐ Take a Career Assessment and explore the results:
  • I-Start Strong
    ○ Complete the I-Start Strong Assessment
    ○ Explore Results on the O-Net Occupations Master-list
  • Explore Results on Career Exploration Worksheet/Websites
    ▪ What can I do with a major in…? Website
    ▪ Occupational Outlook Handbook Website
    ▪ Access Spartan Career Network (former Student-Athletes database) list by major

☐ *Select a major* in a program that suits your skills, abilities, and interests (ideally before priority registration April 1)
☐ Attend the MSU Student-Athlete Employer Mixer
☐ Begin Networking - 75% of jobs are filled by networking - anyone can be a part of your network (parents, friends, teachers, donors, coaches, professors)
☐ Gain Work-Related Experiences
  • Job Shadowing
  • Internships/summer jobs
  • Volunteering (mandatory for students applying to Nursing/PA/PT Graduate Programs)
  • Utilize SASS Company Contacts

SOPHOMORE YEAR CHECKLIST
*Effectively promote yourself through resume, cover letter, networking strategies, and personal sales pitch*

☐ *Build and Create a Resume*
  • Attend Resume Workshop or meet with SASS Staff/College Career Advisor
  • Resume Workbook
  • Resume Checklist/Action Verbs
  • Join a student organization and participate in community service/volunteer activities

☐ *Write a Cover Letter*
  • Cover Letter Samples/Worksheet

☐ Register with Career Gameplan Pro 2.0 and create a professional profile
☐ Create professional profile at www.myspartancareer.com
☐ Establish Networking Skills
  • *Create a LinkedIn Profile*
  • *Complete 10 Individuals that can help you Worksheet*
  • Complete eLearning Module: Building a Network
  • Compile a Reference Worksheet
• Plan to extend your network and build relationships with people who are professionals in your field of study
  ▪ Talk to a Spartan Alum from SASS Network in desired market (informational interview/job shadow)
  ▪ Professors, Employers, Family, Friends

*Develop your Personal Sales Pitch
• *Elevator Speech Handout/Role Play
• *Attend the MSU Student-Athlete Career Mixer or campus Career Fairs

Gain Work-Related Experiences
• Job Shadowing
• Internships/summer jobs
• Volunteering (mandatory for students applying to Nursing/PA/PT Graduate Programs)
• Utilize SASS Company Contacts

JUNIOR/SENIOR/5TH YEAR CHECKLIST
Prepare for post-graduation through job search and interview best practices, and gain career experiences

*Explore and Narrow your Job Search Campaign
• Establish the Target Market for your Job Search Campaign/Graduate School
  ▪ *Meet with an MSU Career Advisor OR a Graduate School Advisor to gather information about the schools you are thinking of applying to
  ▪ Identify your Dream Job, Complete the Ideal Job Posting Worksheet
  ▪ STRONG Interest Inventory through Game Theory
• Organize your Job Search Campaign
  ▪ *Complete the Finding Opportunities Worksheet OR Take practice exams for the GRE, GMAT, MCAT, DAT, etc.
  ▪ Complete the Job Search Goals Worksheet
  ▪ Complete the MySpartanCareer Tracking Worksheet

*Attend Career Gallery or Career Fair for your College

*Utilize Proven Strategies for Successful Interviews
• Pre-Interview
  ▪ Complete your Interview Preparation Form
  ▪ *Complete the Researching the Company Form OR Research Graduate Schools
  ▪ *STAR-L Handout
  ▪ *Mock Interview
  ▪ Pre-Professional Students- visit this workshop to prepare for interviews: http://www.slideshare.net/MSUnatsci/interview-workshop-fall-2010
  ▪ Prepare to Answer Interview Questions
  ▪ Job Interview Do’s and Don’ts
  ▪ Define Professional Attire through the Job Search Process Worksheet
  ▪ Complete eLearning Module: Interviewing Skills
  ▪ Common Attributes Interviewing Worksheet

• Post-Interview
  ▪ Follow-up Critical Considerations 1-2
  ▪ *Sample Thank You Letter/Email
Gain Work-Related Experiences *
  • Internships/summer jobs
  • Shadowing
  • Volunteering (mandatory for students applying to Nursing/PA/PT Graduate Programs)
  • Utilize SASS Company Contacts
  • Explore Student Tool Kit

*CAREER CHAMPIONS CHECKLIST IS BASED ON THESE 6 GOALS FOR EVERY SPARTAN GRADUATE

Select a Major in a Program that Suits your Skills, Abilities, and Career Interests
Choose a Career Path(s) and Develop a Plan of Action
Create and Build a Resume
Write a Cover Letter
Build a Network
Develop Interviewing Skills