# Career Action Plan

## Expert Career Management

### FIRST YEAR: DISCOVER YOUR DIRECTION

1. **Activate your UBworks account** (accessible through the MyUB portal) to view job postings, learn about career events, and schedule coaching.
2. **Meet with your assigned Career Specialist in the Career Center by scheduling your first coaching session in UBworks**.
3. **Attend the Majors Information Fair and complete StrengthsQuest**.
4. **Learn about BeMore, academic clubs and leadership opportunities**.
5. **Select one Career Exploration tool** to explore or confirm your intended major and career path. Tools offered by the Career include: Strong Interest Inventory, iStartStrong and CareerFinder.
6. **Take Action (UB Career Cycle): Write your professional goal**.

### SECOND YEAR: EXPLORE THE WORLD OF WORK

1. **Schedule your second coaching session with your Career Specialist**.
2. **Research and explore your career path** to learn more about median salary, position titles and entry level requirements. Conduct an informational interview. Resources: SavorUB, UB Alumni LinkedIn Group, UB LinkedIn widget.
3. **Expand your network** by setting up a LinkedIn profile and using the site to connect with professionals in your industry.
4. **Start developing your professional brand** by creating or updating your resume and cover letter. Use the UBworks Resume Builder or the Resume Samples by Major on the Career Center site.
5. **Attend career fairs and other career related events**.
6. **Take Action (UB Career Cycle): Create your professional pitch**.
### Third Year: Communicate Your Brand

1. Schedule your third coaching session with your Career Specialist
2. Grow your network by actively networking with professionals and recruiters in your industry. Attend professional networking events, career fairs, and participate in the On-campus Recruitment program
3. Finalize your career portfolio including a resume, cover letter, professional pitch, and LinkedIn profile
4. Determine a job target for your internship or job search
5. Consider taking on a leadership role with a student organization, professional association or local non-profit
6. Take Action (UB Career Cycle): Create an action plan

### Fourth Year: Create Your Opportunities

1. Schedule your fourth coaching session with your Career Specialist
2. Participate in On-Campus Interviews, career fairs, and other networking events
3. Expand your network by joining a professional association in your industry
4. Get ready for the interviewing process by participating in a practice interview and garnering professional interview attire
5. Determine who will be your most effective job references and send them a copy of your resume and job target
6. Register with Alumni Relations
7. Take Action (UB Career Cycle): Develop your career management plan