

CAREER ACTION PLAN

Begin your career action plan as soon as you start your graduate program. Invest the time to equip yourself with the tools necessary to develop a marketable and professional presence and secure professional opportunities during and after your graduate program. Everyone's journey is different, but this general timeline will help you plan ahead and ensure that you do not miss out on deadlines and opportunities. Throughout the process, SPH Career Services is here to guide and provide you with the services and resources needed to meet your unique career goals.

FIRST YEAR

Fall Semester

Professional Packaging / Resources

- Make an appointment with [SPH Career Services](#):
 - Discuss career goals, your professional brand and action items
 - Assess your skills, strengths, and achievements
 - Take the [StrengthsFinder](#) assessment
- Create an account and get familiarized with uiccareers.com, UIC's job search database
- Join SPH VIEWS listserv; to subscribe: <mailto:listserv@uic.edu?body=sub%20SPH VIEWS>
- Familiarize yourself with available campus resources (www.uic.edu), including the central Office of Career Services (<http://careerservices.uic.edu/>)
- Update your resume and work with [SPH Career Services](#) in developing a resume that best presents your qualifications. Upload your resume to uiccareers.com
- Create a LinkedIn profile
- Get familiar with the [Applied Practice Experience formal partnerships](#), guidelines and [procedures](#)

Networking

- Attend career workshops, information sessions, and alumni panels hosted by SPH Career Services and OCS – Office of Career Services
- Attend *Lunch with the Pros* to hear from alumni and professionals in the public health field
- Begin connecting with professionals and alumni; build meaningful relationships

Professional Opportunities

- Learn about [fellowship opportunities](#); for hospital administration fellowships, attend the [ACHE/CHEF Fellowship Event](#)

Engagement

- Join a student group(s) and be an active member
- Explore organizations by volunteering at events related to your interests and curiosities

HOW DID YOU DO?

From a scale of 1 – 10, rate how you feel about your career development this past semester?



FIRST YEAR

Spring Semester

Professional Packaging / Resources

- Order professional business cards to promote your professional brand. Contact the [UIC Creative and Digital Services](#) (312-996-3562).
- Research job trends in public health
- Update your resume

Networking

- Attend career workshops and information sessions, and alumni panels hosted by [SPH Career Services](#) and [OCS – Office of Career Services](#)
- Consider attending the UIC All Majors Career Fair, open to all UIC students
- Schedule informational interviews; send a thank you after each interview
- Follow up with your professional network

Professional Opportunities

- Research fellowships and get familiarized with deadlines. For those interested in the [Presidential Management Fellowship](#), the (PMF) Program solicits applicants annually via an announcement on USAJOBS (www.usajobs.gov)

Engagement

- Join professional associations (e.g. APHA, ACHE, etc.) related to your field of interest
- Join a student group(s) and be an active member

Summer

- During your Applied Practice Experience, document your accomplishments and contributions as you go; timeline for Applied Practice Experience varies by student
- Research careers and learn about skills and experience required for various roles
- Update your resume
- Conduct informational interviews; send a thank you after each interview

HOW DID YOU DO?

From a scale of 1 – 10, rate how you feel about your career development this past semester?



SECOND YEAR

Fall Semester

Professional Packaging / Resources

- Update your resume with new experiences and accomplishments
- Ask for recommendations for your LinkedIn profile
- Research companies, their competitors, and industry in detail

Networking

- Follow up with new connections and professionals in your network; stay visible
- Attend career workshops, information sessions, and alumni panels hosted by SPH Career Services and OCS – Office of Career Services
- Attend the Fall Diversity Career Fair (review the list of employers beforehand); attend a “How to Work a Job Fair” workshop hosted by OCS
- Attend APHA and or other conferences related to your field

Professional Opportunities

- Apply for fellowships, and be aware of deadlines. The Presidential Management Fellowship (PMF) application typically stays open for 2 weeks
- Participate in an internship that will help you gain the skills/experience needed for a future position

Engagement

- Get involved in a committee or sub-committee for one of your professional associations

SECOND YEAR

Spring Semester

Professional Packaging / Job Search

- Develop a list of targeted companies and organizations of interest; connect with alumni and your professional network to find leads
- Meet with SPH Career Services to develop a job search action plan
- Apply for positions through uiccareers.com, professional and personal networks, and [online job boards](#)
- Customize your resume and cover letter for each position
- Stay organized in documenting connections with public health professionals and job applications
- Participate in a mock interview with SPH Career Services
- Attend a salary negotiation workshop

Networking

- Attend the UIC All Majors Career Fair; follow-up with recruiters
- Continue to schedule informational interviews with professionals in your field
- Attend Healthy Spirits!

Remain Positive

- If something is not working in your job search, re-direct your approach; Contact SPH Career Services
- Stay connected with peers and identify your job search allies (the job search process is a journey and having a support system is essential)
- Take time away to re-energize (your attitude will come through in all aspects of your job search)

Inform SPH Career Services once you have accepted a job offer!