

## CAREER ACTION PLAN



*It is important to begin thinking about your career development while completing your college degree. 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 undergraduate program. Everyone's journey is different, but this general timeline will help you plan-ahead and ensure that you do not miss any 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. For a 4 year plan, [check out this list by the central Office of Career Services.](#)*

### JUNIOR YEAR

#### Fall Semester

#### Professional Packaging / Resources

- Make an appointment with [SPH Career Services](#) and/or [UIC 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 [uicareers.com](#), UIC's job search database
- Join SPHIEWS listserv; to subscribe: [<mailto:listserv@uic.edu?body=sub%20SPHIEWS>](mailto:listserv@uic.edu?body=sub%20SPHIEWS)
- Familiarize yourself with available campus resources ([www.uic.edu](http://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 represents your qualifications. Upload your resume to [uicareers.com](#)

#### Networking

- Attend career workshops, information sessions, and alumni panels hosted by SPH Career Services and UIC 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

- Attend the UIC Graduate & Professional School Fair (typically held in October - visit the UIC Career Services office for details)
- Learn about deadlines and exams required for your graduate program of interest

#### Engagement

- [Join a student group\(s\)](#) and be an active member
- Explore organizations by volunteering at events related to your interests and curiosities
- Explore internship & job opportunities – visit the UIC Student Employment Office



## Spring Semester

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### Professional Packaging / Resources

- Research job trends in public health and or other areas of interest
  - <http://www.careersinpublichealth.net/>
  - <https://www.bls.gov/>
- Update your resume
- Create a LinkedIn profile

### Networking

- Attend career workshops and information sessions, and alumni panels hosted by SPH Career Services and UIC 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
- Attend *Lunch with the Pros* to hear from alumni and professionals in the public health field

### Summer

- If you are working, completing an internship, or doing volunteer work, document your accomplishments and contributions as you go
- 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

### Professional Opportunities

- Research and explore graduate programs
  - [Graduateguide.com](http://Graduateguide.com)

### Engagement

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

## SENIOR YEAR

### Fall Semester

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### 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
- Join groups and connect with professionals on LinkedIn
- Attend career workshops, information sessions, and alumni panels hosted by SPH Career Services and 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 the UIC SPH Speed Networking event to connect with alumni and other public health students
- Attend APHA and or other conferences related to your field

## Professional Opportunities

- Finalize application materials (graduate or professional program) – deadlines vary

## Engagement

- Get involved in a committee or sub-committee for one of your professional associations
- Take on a leadership role or serve as a member for a student organization
- Volunteer at organizations of interest (check out [uiccareers.com](http://uiccareers.com) employer directory for company ideas)
  - Attend the UIC Involvement Fair

## Spring Semester

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### 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](http://uiccareers.com), professional and personal networks, and online job boards <http://publichealth.uic.edu/current-students/internet-job-sites>
- Customize your resume and cover letter for each position
- Stay organized in documenting job applications, connections with public health professionals (and other fields of interest)
- Participate in a mock interview with SPH Career Services and/or UIC Career Services
- Attend a salary negotiation workshop

## Networking

- Attend the UIC All Majors Career Fair; follow-up with recruiters
- Connect with alumni and recruiters on LinkedIn
- Continue to schedule informational interviews with professionals in your field
- Attend Healthy Spirits! UIC SPH networking event for recent graduates

## 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!**