Career Ready is a step-by-step plan that allows students to develop employment-seeking competencies and prepare for the competitive nature of the job search. By working closely with their respective career services team and following a four-stage plan of progressive behaviors, students who add the “hidden” skill set of career readiness to a quality degree program will better position themselves for meaningful career outcomes.

**Career Services**

**Career Ready – The Four Stage Plan**

**STAGE 1 Reflect**
- Identify the core values you want your work to reflect
- Write a mission statement and career-related SMART goals
- Take an inventory of your most marketable career-related skills
- Define your ideal job
- Review current or past jobs to identify transferable skills
- Join campus organizations
- Identify your career objectives and how they relate to your degree program
- Audit your online identity
- Clean up your Facebook page; set proper security levels
- Create a LinkedIn profile; connect with at least 50 people in your network
- Continue on to Stage 2 and introduce yourself to your career services advisor

**STAGE 2 Explore**
- Familiarize yourself with library/research resources (Occupational Outlook Handbook, LexisNexis, etc.)
- Research potential employers in your field; attend career fairs
- Research potential job titles and salaries in your field
- Learn required entry-level or next-level job skills; consider ways to acquire/develop these skills
- Connect with 5-10 working professionals you know to learn about career paths of interest
- Draft a targeted resumé
- Investigate experiential learning opportunities (volunteering, FWS, internships, part-time off campus jobs, job shadowing)
- Identify 3 people who would be good references for you
- Expand your list of LinkedIn networking contacts to 100 people
- Continue on to Stage 3 and check-in with your career services advisor

**STAGE 3 Develop**
- Develop an elevator pitch
- Attend networking events and career seminars on and off campus
- Learn how to dress for success
- Conduct informational interviews with alumni, staff, faculty, family, friends, and people in your field
- Conduct mock interview(s) with career services staff
- Apply for internships
- Identify a potential coach or mentor in your field
- Evaluate using Twitter for your job search
- Join LinkedIn groups to network and build brand awareness
- Expand your list of LinkedIn networking contacts to 150 people
- Update resumé-based on new experience/coursework; have it reviewed by a career services advisor
- Develop a tailored cover letter
- Continue on to Stage 4 and check-in with your career services advisor

**STAGE 4 Execute**
- Create a budget for tracking job search time and activities
- Upload resumé into Hire DeVry
- Consider business cards and/or a networking resumé
- Create list of 10-20 employers
- Conduct informational interviews
- Follow targeted employers on LinkedIn, Twitter, Facebook, and Google Alerts
- Prepare answers to common interview questions; conduct mock interviews; practice accomplishment stories and an elevator pitch
- Attend career fairs; expand LinkedIn networking contacts to 200 people; join associations
- Gather at least 3 written or online references
- Complete all career services intake forms and discuss graduation responsibilities

---

In New York, DeVry University operates as DeVry College of New York. DeVry University operates as DeVry Institute of Technology in Calgary, Alberta. DeVry is certified to operate by the State Council of Higher Education for Virginia. AC0060. DeVry University is authorized for operation by the THEC, www.state.tn.us/thec. Nashville Campus – 3343 Perimeter Hill Dr., Nashville, TN 37211. ©2011 DeVry Educational Development Corp. All rights reserved. 55-500120 8/11 10M
Reflect is a time for building the foundation of a successful future. Learn to assess the skills, interests, values, goals, and resources that will provide a foundation for your career decisions. Use the checklist below to work through each of the activities:

- Identify the core values you want your work to reflect
- Write a mission statement and career-related SMART goals
- Take an inventory of your most marketable career-related skills
- Define your ideal job
- Review current or past jobs to identify transferable skills
- Join campus organizations
- Identify your career objectives and how they relate to your degree program
- Audit your online identity
- Clean up your Facebook page; set proper security levels
- Create a LinkedIn profile; connect with at least 50 people in your network
- Continue on to Stage 2 and introduce yourself to your career services advisor
Explore is a time for connecting with the tools and resources that allow you to learn more about career options. Use the checklist below to work through each of the activities:

- Familiarize yourself with library/research resources (Occupational Outlook Handbook, LexisNexis, etc.)
- Research potential employers in your field; attend career fairs
- Research potential job titles and salaries in your field
- Learn required entry-level or next-level job skills; consider ways to acquire/develop these skills
- Connect with 5-10 working professionals you know to learn about career paths of interest
- Draft a targeted resumé
- Investigate experiential learning opportunities (volunteering, FWS, internships, part-time off campus jobs, job shadowing)
- Identify 3 people who would be good references for you
- Expand your list of LinkedIn networking contacts to 100 people
- Continue on to Stage 3 and check-in with your career services advisor
Develop is a time for actually trying out the skills that make you more marketable. Use the checklist below to work through each of the activities:

- Develop an elevator pitch
- Attend networking events and career seminars on and off campus
- Learn how to dress for success
- Conduct informational interviews with alumni, staff, faculty, family, friends, and people in your field
- Conduct mock interview(s) with career services staff
- Apply for internships
- Identify a potential coach or mentor in your field
- Evaluate using Twitter for your job search
- Join LinkedIn groups to network and build brand awareness
- Expand your list of LinkedIn networking contacts to 150 people
- Update resumé-based on new experience/coursework; have it reviewed by a career services advisor
- Develop a tailored cover letter
- Continue on to Stage 4 and check-in with your career services advisor
Execute is the time when all the planning and preparation come together to launch successful career transitions. Use the checklist below to work through each of the activities:

- Create a budget for tracking job search time and activities
- Upload resumé into Hire DeVry
- Consider business cards and/or a networking resumé
- Create list of 10-20 employers
- Conduct informational interviews
- Follow targeted employers on LinkedIn, Twitter, Facebook, and Google Alerts
- Prepare answers to common interview questions; conduct mock interviews; practice accomplishment stories and an elevator pitch
- Attend career fairs; expand LinkedIn networking contacts to 200 people; join associations
- Gather at least 3 written or online references
- Complete all career services intake forms and discuss graduation responsibilities