Career Services designed this checklist to create a path for you to follow through your final two years in the undergraduate Information Technology degree program in order to make you an exceptional candidate. All students should participate with Career Services upon enrolling at Walsh College.

**Junior Year**

___ **MEET WITH AN ADVISOR** – Meet with a Career Services Advisor to learn about business careers and the value of internships. Research occupational job titles to understand requirements, skills, and related career paths. Use [http://www.onetonline.org/find/](http://www.onetonline.org/find/) to search for different occupations in the business field.

___ **CAREER ACTION PLAN** – Determine and develop a career action plan to prepare you for a career in business.

___ **RESUME’PREP** – Meet with a Career Services Advisor for a resume critique. Learn to create an effective cover letter and post-interview thank-you letter.

___ **USE RECRUITING TOOLS** – Learn about career resources, jobs, and internships in the Walsh College eRecruiting database, as well as how to use LinkedIn for your job search. Juniors are sought for internships and some entry-level positions.

___ **WEBINARS** – Participate in a Walsh College webinar about using LinkedIn for your job search (scheduled every other month).

___ **ATTEND CAREER FAIRS** – Attend Walsh career fairs and participate in on-campus recruiting to explore internships and potential full-time positions. Attend a preparation workshop conducted by Career Services to ensure success at career fairs.

___ **REGISTER FOR ON-CAMPUS RECRUITING** – Review the video under “Sign Up for Interviews On-Campus” on the Career Services portal. Complete the On-Campus Recruiting online registration form and schedule a mock interview with a Career Services Advisor.

___ **PREPARE REFERENCES** – Prepare a reference list and contact references to receive approval to use them as a reference. Reference lists are given to employers during a first interview.

___ **BUILD YOUR NETWORK** – Build your professional network and learn the art of networking and developing business relationships.

___ **ATTEND EVENTS** – Attend events with employers and professional associations, including the Walsh Business After Hours Etiquette Dinner.

___ **CONDUCT INTERVIEWS** – Conduct informational interviews with professionals in your targeted field.
Senior Year

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MEET WITH CAREER SERVICES – Meet with a Career Services Advisor to update your resume, conduct a mock interview, and plan to execute your job search.

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BE ACTIVE ON CAMPUS – Attend career fairs. Register and participate in on-campus recruiting.

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DEVELOP A TARGET LIST – Develop a target list of 50 to 100 companies you want to work for, and apply on their career sites.

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APPLY FREQUENTLY TO JOBS IN eRECRUITING – Use the Walsh eRecruiting database and other industry-specific career sites to apply for positions aligned with your education and skills. Using eRecruiting will give you the advantages of minimal competition and employers who want to hire from Walsh.

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TELL US WHEN YOU ACCEPT – To keep your confidential file up to date, inform Career Services when you accept a job offer.

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WALSH COLLEGE CAREER SERVICES

A leader in our local business community, Walsh College partners with several organizations to offer our students and alumni a variety of resources and professional opportunities. These include:

CAREER EVENTS, TOOLS & INFORMATION

CAREER FAIRS

JOB LISTINGS

INDIVIDUAL CAREER DEVELOPMENT ASSISTANCE

ON-CAMPUS INTERVIEWS

To learn about services and opportunities, review the Career Services portal (walshcollege.edu/CareerServices) and schedule an appointment with a Career Services Advisor by calling (248) 823-1265. Fully enrolled Walsh College students and degreed alumni are eligible to use Career Services.

Phone: (248) 823-1625       Fax: (248) 689-3306       E-Mail: careerservices@walshcollege.edu

FROM STUDENT TO BUSINESS PROFESSIONAL TODAY!