

# CAREER SUCCESS CHECKLIST

Career Services designed this checklist to create a path for you to follow through your academic degree in order to make you an exceptional candidate. All students should participate with Career Services upon enrolling at Walsh College.

- **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/> 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.
- **RÉSUMÉ PREP** – Meet with a Career Services Advisor for a résumé critique and learn to create an effective cover letter and post-interview thank-you letter.
- **USE RECRUITING TOOLS** – Learn about career resources, jobs, and internships in WalshCareerLink.com, as well as how to use LinkedIn for your job search.
- **ATTEND CAREER FAIRS** – Attend Walsh career fairs and participate in on-campus recruiting to explore internships and potential full-time positions. Attend a workshop conducted by Career Services to ensure success for fall recruiting events.
- **PARTICIPATE IN ON CAMPUS RECRUITING (OCRs)** – Schedule a mock interview with a Career Services Advisor or attend a workshop to prepare you for OCRs. Apply to jobs through WalshCareerLink.com.
- **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 Career Fairs, Internship Connection, Meet & Greets, Company Presentations, and the Walsh Etiquette Dinner.
- **CONDUCT INTERVIEWS** – Conduct informational interviews with professionals in your targeted field.

To learn about services and opportunities, review the Career Services portal ([walshcollege.edu/CareerServices](http://walshcollege.edu/CareerServices)) and schedule an appointment with a Career Services Advisor by calling (248) 823-1625. Fully enrolled Walsh College students and degreed alumni are eligible to use Career Services.

**FROM STUDENT TO BUSINESS PROFESSIONAL TODAY!**