Top Ten Strategies for Career Planning

1. **Develop your career throughout your entire journey at USD.** Do not wait until you are a senior to build your resume or assess your satisfaction with your career selection. Form an ongoing relationship with the Academic and Career Planning Center.

2. **Explore careers.** Even if you have already selected a major, you still can benefit from career exploration. If you are undecided, you are not alone. As you explore careers, let go of the belief that there is only "one right career for me." You have many interests and abilities. Consequently, you would enjoy numerous careers so enjoy the process of exploring yourself.

3. **Form an ongoing relationship with your advisor.** If you want to succeed at career planning you must couple it with academic planning. Seeking guidance from your advisor to determine the general education courses that are required in all the majors you are considering will also help ensure that you graduate on time.

4. **Understand the value of a liberal arts education.** Some majors strongly correlate to career options, but most Bachelor's Degrees can prepare you for numerous career paths. This is because employers identify the transferrable skills that students obtain by earning a liberal arts degree. These include problem solving, communication, time management and research skills.

5. **Set goals and pursue academic excellence.** The most important job you have while in college is that of a student. Many employers use GPA cutoffs in considering applicants. Attend every class, manage your time, utilize tutoring, check your email regularly and study hard.

6. **Have fun learning all about yourself.** Explore your values, interests, personality and skills. Standardized assessments are available through the Academic and Career Planning Center.

7. **Gather information about the world of work.** Gather research on potential careers by visiting the Bureau of Labor Statistics (www.bls.gov) for information on labor market trends. Resources such as the Occupational Outlook Handbook at http://www.bls.gov/oco/ and O*Net at http://online.onetcenter.org/ provide thorough overviews of various careers. In addition, students can obtain information through the Kuder Journey program (available through the Academic and Career Planning Center), and through their myU student portal.

8. **Complete informational interviews and job shadows.** Speak with alumni, professionals in the field, professors and current students. Informational interviews occur by speaking with individuals in your chosen field about their work. Job shadowing occurs when you observe them while they work.

9. **Gain experience.** Join a professional association, study abroad, pursue internships, and seek out research opportunities. Obtain a part-time or summer job related to a career field of interest. Volunteer and participate in service-learning. This helps you confirm your interest in the field, but it also helps you acquire job skills and builds your resume.

10. **Participate in co-curricular activities**. Not only does this help you meet new people and relieve stress, but you also gain valuable job skills that you can highlight in your resume. Get involved and use your many gifts to contribute to your campus community.

The University of South Dakota
ACADEMIC & CAREER PLANNING CENTER

Academic Commons, First Floor, I.D. Weeks Library
605-677-5381• advising@usd.edu •
www.usd.edu/advising