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.

<table>
<thead>
<tr>
<th>STAGE 1 Prepare</th>
<th>STAGE 2 Explore</th>
<th>STAGE 3 Develop</th>
<th>STAGE 4 Launch</th>
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<tbody>
<tr>
<td>○ Identify the core values you want your work to reflect</td>
<td>○ Familiarize yourself with library/research resources (Occupational Outlook Handbook, LexisNexis, etc.)</td>
<td>○ Develop an elevator pitch</td>
<td>○ Create a budget for tracking job search time and activities</td>
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<td>○ Write a mission statement and career-related SMART goals</td>
<td>○ Research potential employers in your field; attend career fairs</td>
<td>○ Attend networking events and career seminars on and off campus</td>
<td>○ Upload résumé into Hire DeVry</td>
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<tr>
<td>○ Take an inventory of your most marketable career-related skills</td>
<td>○ Research potential job titles and salaries in your field</td>
<td>○ Learn how to dress for success</td>
<td>○ Consider business cards and/or a networking résumé</td>
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<td>○ Define your ideal job</td>
<td>○ Learn required entry-level or next-level job skills; consider ways to acquire/develop these skills</td>
<td>○ Conduct informational interviews with alumni, staff, faculty, family, friends, and people in your field</td>
<td>○ Create list of 10-20 employers</td>
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<td>○ Review current or past jobs to identify transferable skills</td>
<td>○ Connect with 5-10 working professionals you know to learn about career paths of interest</td>
<td>○ Conduct mock interview(s) with career services staff</td>
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<td>○ Join campus organizations</td>
<td>○ Draft a targeted résumé</td>
<td>○ Apply for internships</td>
<td>○ Follow targeted employers on LinkedIn, Twitter, Facebook, and Google Alerts</td>
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<td>○ Identify your career objectives and how they relate to your degree program</td>
<td>○ Investigate experiential learning opportunities (volunteering, FWS, internships, part-time off campus jobs, job shadowing)</td>
<td>○ Identify a potential coach or mentor in your field</td>
<td>○ Prepare answers to common interview questions; conduct mock interviews; practice accomplishment stories and an elevator pitch</td>
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<td>○ Audit your online identity</td>
<td>○ Identify 3 people who would be good references for you</td>
<td>○ Evaluate using Twitter for your job search</td>
<td>○ Attend career fairs; expand LinkedIn networking contacts to 200 people; join associations</td>
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<tr>
<td>○ Clean up your Facebook page; set proper security levels</td>
<td>○ Expand your list of LinkedIn networking contacts to 100 people</td>
<td>○ Join LinkedIn groups to network and build brand awareness</td>
<td>○ Gather at least 3 written or online references</td>
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<tr>
<td>○ Create a LinkedIn profile; connect with at least 50 people in your network</td>
<td>○ Continue on to Stage 3 and check-in with your career services advisor</td>
<td>○ Expand your list of LinkedIn networking contacts to 150 people</td>
<td>○ Complete all career services intake forms and discuss graduation responsibilities</td>
</tr>
<tr>
<td>○ Continue on to Stage 2 and introduce yourself to your career services advisor</td>
<td>○ Continue on to Stage 4 and check-in with your career services advisor</td>
<td>○ Update résumé-based on new experience/coursework; have it reviewed by a career services advisor</td>
<td></td>
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</tbody>
</table>
Prepare: Build 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: Connect 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: Try 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
Launch: All the planning and preparation come together to execute a 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

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