



VUSE Career Development Pathways

Steps to staying on track all four years

FRESHMAN YEAR

- Complete the Individualized Coaching Action Plan and a 15 minute Coaching Assessment*
- Register in DoreWays and complete your profile *
- Sign up for Vanderbilt Center for Student Professional Development Listserv(s) for industries of interest(Engineering & IT, Finance, Consulting, Healthcare, etc) *
- Create a resume and upload into DoreWays (tools including Optimal Resume can be found on the Center website under “Job Search Skills”)*
- Create a file for notes about classes, projects, and activities that can add value to a resume (Optimal Resume has a portfolio builder that may be useful)*

Recommended:

- Join professional societies and/or clubs
 - Schedule a resume critique or coaching assessment with the Center (615) 322-2750
 - Work on developing strong communication and computing skills
 - Start to build and track relationships with a network of industry connections; sign up for VU Connect (<http://www.vuconnect.com>)
 - Obtain a summer internship, research, job, or volunteer experience related to your career goals
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SOPHOMORE YEAR

- Sign up for VU Connect (<http://www.vuconnect.com>), network and conduct informational interviews with VU Alumni
- Schedule a coaching appointment with the Center (615) 322-2750
- Participate in on campus recruiting including **Industry Career Day(s)** and/or **On Campus Interviews**
- Attend at least one of the following:
 - Interviewing and/or networking workshops
 - Company Information Sessions
 - Career Conversations or industry panels
- Upload a current resume in DoreWays and update your profile
- Search DoreWays, company websites, and internship boards and read Center listservs regularly
- Update file for notes about classes, projects, and activities that add value to your resume

Recommended:

- Obtain a summer internship, research, job, or volunteer experience related to your career goals
 - Research & evaluate employers and industries
 - Start to build and track relationships with a network of industry connections
 - Remain/become active with professional societies and/or clubs
 - If you plan to attend graduate or medical school, begin discussing this with your academic adviser
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*These items/resources can all be found by visiting the Vanderbilt Center for Student Professional Development at www.vanderbilt.edu/career

Peak on-campus recruiting seasons are Sep – Nov and Jan – Mar for both full-time and internship opportunities

JUNIOR YEAR

- Upload a current resume in DoreWays and update your profile
- Search DoreWays, company websites, and internship boards regularly
- Participate in on campus recruiting including **Industry Career Day(s)** and/or **On Campus Interviews**
- Attend at least two of the following:
 - Interviewing and/or networking workshops
 - Career Conversations or industry panels
 - Company Information Sessions
- Conduct at least one informational interview (resources available on Center website)*
- Secure an internship related to your career goals
- Read Center listservs and follow-up on opportunities
- Research & evaluate at least five employers in your industries of interest
- Update file for notes about classes, projects, and activities that add value to your resume

Recommended:

- Continue to build interviewing skills
- Develop an elevator speech for networking and interviewing
- Continue utilizing VUConnect and other resources or contacts to build industry focused network
- Practice and refine business etiquette and communication skills
- Follow up as needed with your Career Coach in the Center (615) 322-2750
- Remain/become active with professional societies and/or clubs

SENIOR YEAR – *Take action steps to reach your career goals*

- Update your resume with items that add value, including Senior Design; upload in DoreWays and update your profile
- Consider taking the Fundamentals of Engineering examination, which is the first step toward future licensure as an engineer. Register by Aug. 15th or Feb. 1st to take the test in October or April, respectively; see <http://www.tn.gov/commerce/boards/ae/documents/seniorstudentappkg.pdf> for important details. Participate in an FE exam prep course. Note – almost all VUSE seniors who take the exam pass it.
- Search DoreWays, company websites, and job boards weekly – apply for relevant opportunities
- Use your network to contact potential employers & mentors
- Participate in on campus recruiting, including **Industry Career Day(s)**, **Information Sessions** and **On Campus Interviews**
- Update file for notes about classes, projects, and activities that add value to your resume
- Attend all Career Conversations or industry panels
- Read Center listservs and follow-up on opportunities
- Develop your Plan B

Recommended:

- Practice...practice...practice all of the skills you have learned
- Be flexible – keep your options open while continuing a targeted search
- Follow up as needed with your Career Coach in the Center (615) 322-2750

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