M STATE CAREER PLANNING GUIDE

Services outlined are available to all students, including eCampus students.

WHAT CAN I DO TO MAKE THE MOST OUT OF MY CAREER PLAN?

• Make a list of options for programs/degrees/majors you are considering.
• Utilize online career tools including GPS Lifeplan and Career Coach. These online tools will help you learn about salaries and the job outlook of the profession(s) you are considering.
• Determine how much education is needed to achieve the type of position you find most interesting:
  • Diploma or Certificate = up to 2 years
  • Associate degree = two-year degree
  • Bachelor’s degree = four-year degree
  • Master’s, doctorate or professional degrees = additional education after completing the bachelor’s level
• If you plan to transfer to another college after finishing at M State, visit that college or university’s website to determine transfer information.

HOW CAN M STATE HELP ME LEARN MORE?

• Contact a member of our enrollment team.
• Before you register as an M State student, you are welcome to attend a career exploration workshop to learn more about your career options.
• Every day, read emails that come from M State staff and faculty. Reading emails is an important job skill.

BY THE END OF MY FIRST SEMESTER AT M STATE

• Attend a career exploration workshop to gain confidence in your program/major choice.
• Grades not meeting your expectations? Meet with an academic advisor or a counselor to discuss strategies for improvement.
• If you answered “NO” to one or more of the “three strike” questions, make an appointment to meet with an academic advisor or a counselor to talk about your options.

BEFORE I START REGISTERING FOR CLASSES

• Is your major working for you?
• Are you satisfied with your grades at this point?
• Consider the three-strike approach:
  1) Are you confident you want to continue in this program?
  2) Does a counselor, instructor or advisor agree that this is the right program for you?
  3) Does your own personal research online and/or your good grades back up your career decision?

BY THE END OF MY FIRST YEAR AT M STATE

• Are you growing in confidence that this is the right program of study for you?
• Can you see yourself in this career in the future?
• Do you know anyone (friends, family, others) who are practicing in this profession right now? Sit down in person or over the phone and interview them about their job. See the M State Job Search Guide for some ideas on this type of informational interview.
• Start working on your resume. See the M State Job Search Guide for samples.
• Apply for your internship as appropriate.

• Determine how much education is needed to achieve the type of position you find most interesting:
  • Diploma or Certificate = up to 2 years
  • Associate degree = two-year degree
  • Bachelor’s degree = four-year degree
  • Master’s, doctorate or professional degrees = additional education after completing the bachelor’s level
• If you plan to transfer to another college after finishing at M State, visit that college or university’s website to determine transfer information.

• Consider taking a part-time job that relates to your field or will build skills related to your field (such as hands-on experience, customer service, teamwork, helping others, etc.).
• Go to the Spartan Center for your first resume review.
WHAT CAN I DO TO MAKE THE MOST OUT OF MY CAREER PLAN?

- Participate in ongoing networking in your field utilizing job fairs, informational interviews and the transfer fair, as it applies to your career plan.
- Consider joining a professional organization related to your field as a student member.
- Create/update your professional resume and cover letter.
- Participate in an internship.
- Begin your job search. Peak times for application deadlines differ by field. Begin applying for professional positions.

MY LAST SEMESTER AT M STATE

- **Apply for graduation.**
  - Complete your internship, as applicable.
  - Determine dates of and prepare for licensure exams, depending on your field.
  - Finalize a resume and cover letter. Practice your interview skills.
  - Speak in person or by phone with all of your professional references. Ask them, “Would you feel comfortable giving me a positive recommendation for... (then describe the job(s) you plan to apply for)”? Provide a copy of your resume to each of your professional references.
  - If transferring, complete applications to colleges or universities that interest you and ensure the institutions receive required information from you.
  - Participate in interviews and finalize your job search. Send a thank you note following each interview. See the M State Job Search Guide for tips.
  - Reflect on your journey through M State. Send thank you notes to former supervisors, advisors and instructors who have supported you!
  - Graduate and begin your new job!

ONE SEMESTER BEFORE MY GRADUATION FROM M STATE

- Stay in touch with M State by connecting with the M State Alumni Foundation on Facebook.

HOW CAN M STATE HELP ME LEARN MORE?

- Meet with the career services director (cindy.boe@minnesota.edu) to develop a personalized plan.
- Get ongoing help with your resume in the Spartan Center on your campus.
- Utilize Career Services online and on-campus resources.
- Talk with your program faculty to determine peak times to apply for open positions in your field.

AFTER GRADUATION

- Meet with an academic advisor if you have questions or concerns about the graduation and/or transfer process.
- Schedule a meeting with the career services director (cindy.boe@minnesota.edu) to work on your interview skills.
- Participate in ongoing networking in your field utilizing job fairs, information interviews and the transfer fair, as it applies to your career plan.
- Consider joining a professional organization related to your field as a student member.
- Create/update your professional resume and cover letter.
- Participate in an internship.
- Begin your job search. Peak times for application deadlines differ by field. Begin applying for professional positions.

- Utilize job search resources available online through Career Services, including:
  - M State Job Search Guide
  - Career Coach
  - M State Job Posting Site
- Stay in touch with faculty members in your program. Send an email periodically and let them know what you are up to.
- Stay connected with your classmates. Your peers can be your best resources for what is happening in your field.
- Send an email to each person who has offered to serve as a reference for you. Let them know which positions you apply to and accept.
- The State of Minnesota requires M State to reach out to you and record your job title and place of employment or the name of the school where you are continuing your education. When the call comes, respond!