

Mount Aloysius College Career Services

"ROADMAP TO SUCCESS"

Mount Aloysius College Career Services "Roadmap to Success" is a great way for Mount Aloysius College students to successfully manage their own career development. As you'll see, each year of college has a major theme that explains what you need to do to stay on "track" with your career development for that year. Each theme has a suggested action plan to go with it that will help you take the proper steps to prepare for the career you desire. Students will receive an annual reminder to schedule and attend a checkpoint meeting with the Career Counselor to keep your career plan on the right "roadway".

ENGAGE

With the community and connect with Career Services by attending events and exploring our offices resources.

EXPLORE

In greater depth, career options that would be a good fit with your skills, interests and values; begin to develop a plan to attain experience in fields that interest you.

EXPERIENCE

The real world by identifying and participating in meaningful, professional, career-related opportunities like internships and networking events.

EMERGE

From Mount Aloysius College into a successful career by integrating all of your experiences in academics, volunteer activities, leadership, employment, and internships into a plan for post graduation success.

Year 1 Freshman

ACTION PLAN

- **Academic Advising** – Schedule a meeting with your academic advisor to discuss and create a plan to meet academic goals.
- **Athletics** – Capture your school spirit by attending athletic competitions; Stay physically active with seasonal intramurals of your choice.
- **Campus Ministry** – Explore your spirituality and faith in a welcoming setting; Get involved in local volunteer service or mission trips. Learn about the Mercy heritage of your college.
- **Career Services** – Begin self-discovery through assessment of skills, interests, personality types, and personal values.
- **Health Services** – Visit the Health Services Center to receive guidance and resources to maintain personal wellness and to receive medical attention for illnesses.
- **Learning Center** – Receive personal, individualized tutoring services to improve grades, study strategies and research writing skills
- **Library** – Make the most of comfortable, quiet and contemporary study areas and advanced research resources.
- **Personal Counseling** – Meet with the Counselor in a confidential and welcoming format to discuss issues including time management, stress maintenance, self-esteem, relationships, and ADA accommodations.
- **Student Activities** – Step out of your comfort zone and get involved in campus life; Student Government Association (SGA), Clubs, Educational and Recreational events.

Year 2 Sophomore

ACTION PLAN

- **"Occubrowser"** – Re-examine this job research program in the career center to explore and learn more about careers that are consistent with your skills, interests, values, and goals.
- **Informational Interviews** – Meet with professionals in your field with a prepared list of questions to learn more about potential career choices from those who have first-hand experience.
- **"Majors" Fair** – Attend the college "Majors" Fair to get more information about programs of study, minors, and career options.
- **Job/Internship Fairs** – Attend recruiting and networking events promoted by the Career Center to gather preliminary information to plan ahead for junior and senior years.
- **Free Elective Classes** – Meet with your advisor to select a range of free elective classes that will allow you to explore a variety of subjects to assist in making the best choice of major. If your major is already selected, choose electives to best enhance your career goals.
- **Major Selection** – Utilize all information given from faculty advisor, career services, and individual research to make an informed choice. Confirm major with advisor.
- **Resume/Cover Letter Writing** – Attend a workshop or schedule an individual appointment with the Career Center to learn proper resume/cover letter writing techniques. Write a draft of each for review and critique by a career counselor.
- **Interview Skills** – Attend a workshop or schedule an individual appointment at the career center to learn proper interviewing skills.
- **Marketability** – Engage in activities that will sharpen your professional skills. (Pick up career services handout listing 10 appealing traits desired by employers).
- **Summer Job** – Obtain a summer job that relates to your field of study to gain transferable experience.

Year 3 Junior

ACTION PLAN

- **Resume Review** – Submit resume to be critiqued and reviewed by a Career Counselor so it is ready to apply for internships.
- **Mock Interview** – Gain practical experience in the interview process; learn tips and techniques for a successful interview.
- **Internships** – Identify potential sites. Review required contract with faculty advisor. Submit cover letter and resume 3 months prior to desired start date.
- **Networking/Recruitment Events** – Review Career Services Regional Job/Internship Fairs list early in the year to determine those of individual needs and interest. Plan accordingly and attend Western Pennsylvania Association of Career Services (WestPACS), Job/Internship Fair Extravaganza (JIFE), and any other appropriate fairs on the list.
- **Graduate School** – Meet with your academic advisor and visit the Career Services Center to start your research and learn application process, if considering this post-graduation option.
- **"Undergraduate Research Symposium"** – Participate in the annual College symposium to improve research skills and build your resume/portfolio.
- **Leadership** – Continue to develop leadership experience by taking part in campus and community activities and continue to maintain a strong GPA.
- **"Resume Critique Fair" and "Mock Interview Fair" Programs** – Attend these events to experience a variety of professional opinions and styles in a single setting.
- **Alumni Networking** – Participate in events to gain insight from alumni within your chosen field.

Year 4 Senior

ACTION PLAN

- **Goals** – Write them down. Put them somewhere you will see them. Do whatever it takes to make them a priority.
- **Skills** – Practice and refine your verbal and written communication, interpersonal, leadership and technical skills.
- **Videotaped Mock Interview** – Schedule an appointment at the Career Services Center to gain practical experience in the interviewing process. Learn tips and techniques by reviewing your videotaped session with a Career Counselor.
- **Internships** – Consider additional opportunities to gain hands-on experience in your field.
- **Graduate School** – Complete application/essay, and schedule admissions exam. Secure letters of reference from academic and professional sources.
- **"Graduate Salute"** – Attend to complete graduation application process and receive valuable information for post graduation success.
- **"Life After College"** – Learn tips and resources for renting first apartment, social networking in a new city, budget management, credit maintenance and insurance.
- **"Dining Etiquette"** – Attend annual dinner to learn proper dining and social skills with your peers and selected faculty members. A Professional Image Consultant will guide you comfortably through this "practice" dinner. Limited seating.
- **WestPACS Consortium Events** – Plan and attend these job fairs.
- **"Alumni Connections"** – An opportunity to begin your transition and form a lifelong partnership as an alumni of Mount Aloysius College.