CAREER DEVELOPMENT PLAN

The University of Kansas offers a decentralized career services structure, with multiple career offices on campus serving the unique needs of different student populations. The Business Career Services Center (BCSC) is the primary career center for students who have been admitted to the School of Business. University Career Center, located in 110 Burge, is the primary career center for Pre-Business students. Many events and programs offered through the BCSC are open to both Pre-Business and Business students. Pre-Business students should be familiar with both career centers. All career offices on campus work in collaboration to meet the needs of both internal and external constituents. More information about the KU Career Services Alliance can be found at www.careerservices.ku.edu.

FIRST YEAR
Fall Semester:

- **Go to the Business Career Fair in September.** Look for information on bulletin boards or stop by 125 Summerfield for information.
- **Sign up for the BCSC Undergraduate Listserv.** Email jphil@ku.edu with “ADD your email address and first and last name” in the subject line. You will receive a weekly email with new job and internship postings, career-relevant events, and advice on various career and job-search topics.
- **Get a part-time job.** This will help you get ideas of what you like or don’t like in the world of work and will get you started on building your resume.
- **Join an organization or two.** Organizations enable networking and can supply lots of career-relevant information. Employers also like to see activities on a student’s resume. Try to run projects or hold an office.
- **Start researching different occupations and companies.** Start with a list of occupations and a list of five companies. Read company literature and go on informational interviews.
- **Get the proper advising for the spring.** Make an appointment to see an advisor in 206 Summerfield.
- **Start keeping track of your activities and accomplishments including dates and specific information.** It will come in handy when you prepare your first resume.

Spring Semester:

- **Take an interest inventory.** The University Career Center in 110 Burge Union has assessments that can help you eliminate some confusion you may have about your career plans. You can also take CareerLeader-College, a test developed to match the test-taker to specific areas of business. CareerLeader-College is highly recommended for students who do not know which specific area(s) of business they want to pursue after graduation. Contact BCSC in 125 SUM to get signed up.
- **Go to the University Career Fair in February.** Sponsored by University Career Center, this is an excellent resource for finding summer employment and learning about options for the future.
- **Make good grades.** 3.0 is good, but 3.5 is better.
- **Did you get a job or join an organization?** If you have, you’re on your way to developing solid work/community credentials that will help you when you look for work.
- **Get the proper advising for fall.** The Advising Center is in 206 Summerfield. Make an appointment soon.
- **Enroll in Bus 101.** This course is designed to help Pre-Business students develop an understanding of the range of potential business majors and the career paths associated with each.
SECOND YEAR:
Fall Semester:

- **Activate your KU Career Connections account and complete your profile.** The KU Career Services Alliance utilizes an online recruiting management system called KU Career Connections (powered by Symplicity). Students are encouraged to complete the registration process with their primary career services office to access this tool, which is an important resource for exploring internship and full-time job opportunities, as well as apply to the School of Business. Be sure to do this before attending campus career fairs, so that your career fair name tag will reflect your current information when you check in.

- **Go to the Business Career Fair in September.** Look for information as soon as you get back to campus.

- **Plug into the Business Career Month activities.** Business Career Month is typically in September and includes a wide range of career programs designed to help you explore careers and prepare for the internship/job search process. Contact BCSC for a calendar of events.

- **Continue researching.** Go on informational interviews to gather information about different businesses. Have at least 15 to 20 companies on your prospect list by now.

- **Get proper advising for spring.** See an advisor in 206 Summerfield.

- **If you don’t have a part-time job or aren’t an active part of an organization, get involved.** Recruiters expect students to have the skills to successfully manage a range of obligations including work experiences, campus involvement, and their academic commitments.

- **Develop a resume.** A professional resume is a requirement for your application to the Business School. Be sure to have your resume looked at by a career advisor at UCC or the BCSC.

- **Participate in career advising to assist in goal-setting and decisions about future career plans.**

Spring Semester:

- **Go to the University Career Fair in February.** Look for information posted outside 125 SUM.

- **Buy an interview suit, and shoes.** You will need these for interviewing AND eventually for your first job. By starting to build a professional wardrobe early, the financial burden will not seem as great.

- **Get proper advising for fall.** You know the drill . . .

- **Attend a job search workshop.** Attend some of the workshops on a variety of topics including resume writing, interviewing, salary negotiation, and so on.

THIRD YEAR
Fall Semester:

- **All admitted Business students need to register with Business Career Services.** Registration enables students to apply for the School of Business, look for jobs/internships and post their resumes on-line with KU Career Connections/Symplicity, as well as participate in on-campus recruiting. Registration is free of charge for all admitted Business students.

- **Go to the Business Career Fair in September.** Now that you’ve already attended a few times, you’ll know what to expect and will be prepared to start seeking internships. Look for information as soon as you get back on campus.

- **Look for summer internships.** Summer internship experience prior to your junior or senior year is critical to your job search in the fall of your senior year. Many companies will interview for summer internships during the fall.

- **Do informational interviews.** Approach individuals from companies in which you are interested. Talk to them about their work. You will be amazed at what you learn.
• **Hold an office in at least one organization.** Without this, you may have little to show a potential employer except academic work. The competition will have both grades and work/community experience.

• **Attend an Etiquette Dinner.** This is a fun experience that will teach you both about interviewing dining etiquette and business etiquette. Enjoy a nice meal at the same time.

• **Attend a job search workshop.** Consider one of the many workshops sponsored through the BCSC or other Career Services offices on campus.

• **Get the proper advising for spring.** It’s still important.

**Spring Semester:**

• **Hustle for an internship.** It is imperative that you have career-related summer work experience before you start your last year.

• **Get good grades.** In another six months you will have to explain for real why your record is what it is . . . make it something to be proud of.

• **Get fitted for a new suit or two.** If you can afford it, this is a wise action to take.

• **List prospective employers.** Your list should include 25 to 30 companies by now.

• **Get proper advising for fall.** Be absolutely certain you know what you will need and when you will take it during senior year.

**FOURTH YEAR:**

**Fall Semester:**

• **Update your profile on KU Career Connections/Symplicity.** Students do not need to re-register with our office, but should make sure their profile is up to date.

• **Fall is high season for recruiting.** Use the BCSC through the semester. On-campus interviewing for the entire year is highest in October and early November. Students who participate in formal campus recruiting activities are more likely to have a job at graduation and earn more money in their first role.

• **Plan to spend time on your job search.** As much as you would on a class or part-time job.

• **Go to the Business Career Fair.** Last time! This event will give your final year a strong kick-off.

• **Get the proper advising for spring.** Fill out your Application for Degree (AFD) with your advisor and figure out exactly when you will take your remaining coursework.

• **Use our resources and your own.** Not everyone gets work through on-campus recruiting. It is always wise to pursue as many means as you can. We have information on many companies and provide assistance with letter and resume writing as well as career advising. **Utilize the BCSC!** Also, use resources that you have developed over the last few years through personal contacts and informational interviews.

**Spring Semester:**

• **Continue to search and to interview.** If you are still seeking employment, all is not lost. You still have a few months before you graduate. Your KU Career Connections account will remain active until the August after you graduate, and you will be notified before your account id disabled.

• **Fill out Graduate Reporting Forms.** Once you secure a full-time position, visit the BCSC website to report your employment information online. This information is kept confidential and is used for national rankings, accreditation, and so forth.
THE JOB SEARCH PROCESS

1. **Getting a job is your responsibility.** The job search process is one you do for yourself, but you don’t have to do it by yourself.

2. **The job search process is a life-long process.** Research indicates that many people change jobs at least four or five times throughout their professional lives.

3. **Make it a priority to do well from the start.** Marginally-prepared people tend to have problems getting jobs, so avoid being marginal!

4. **Preparation to get a job, means solid academics plus documentable outside interests.** This will translate to a more effective and manageable job search.

FREQUENTLY ASKED QUESTIONS:

**Q: What can the BCSC do for you?**

**A: PLENTY!** The BCSC is here to help students like you develop a number of career development strategies. The Business Career Services Center can help you:

- Develop an effective resume
- Fine-tune your job-search skills
- Practice interviewing techniques
- Learn negotiation strategies
- Locate internships
- Evaluate offers

Other Career Services benefits include:

- Easy on-line job searching
- Career Counseling
- Extensive job search resources
- Alumni networking

**Q. Why do companies recruit through the BCSC?**

**A: BECAUSE IT’S CONVENIENT AND EASY FOR BOTH STUDENTS AND EMPLOYERS.** The BCSC works with hundreds of employers in Kansas and throughout the country to provide students with job opportunities both during school and after graduation. Students registered with the BCSC enjoy the convenience of on-campus interviews for full-time and internship opportunities.

**Q. So how do I get these BCSC benefits?**

**A.** Admitted Business students should go to 125 Summerfield Hall and fill out a short form. It’s that easy! Then all you have to do is begin your job search. The BCSC will be there to help you from the start: from resume writing to interview skills to various negotiating techniques. Pre-Business students can also use the BCSC for career counseling, workshops, and help with resumes and cover letters.

**Q. What are some things I can do to get started on my job search?**

**A. START NOW & KEEP LOOKING.**

- Register with the BCSC as soon as you are admitted to the B-School.
- Go to career fairs.
- Get part-time jobs and internships; participate in leadership activities.
- Start researching occupations and companies.
- Invest in a good interview suit.