

# ROADMAP to SUCCESS

Utilize this tool to gather information and guide you toward your career goals.

**Suggestions for use:**

- Keep your Roadmap to Success in a safe, memorable place.
- Review monthly to fill in completed activities, and identify opportunities for growth.
- Have your Roadmap to Success available when you meet with your Career Services Specialist.
- Use this map as a tool to complete your resume and as a source of information in your job search process.



**SELF ASSESSMENT:**

- Take the available self-assessments and write down your results below.

TypeFocus – Personality : \_\_\_\_\_

TypeFocus - Interests: \_\_\_\_\_

TypeFocus - Values: \_\_\_\_\_

StrengthsQuest - Top 5 Talents: \_\_\_\_\_



**CAREER EXPLORATION:**

- Start doing research on the various industries/companies you might be interested in joining
- Join a professional organization and attend their meetings/events.

Organization: \_\_\_\_\_

Date Joined: \_\_\_\_\_

Meetings Take Place: \_\_\_\_\_

- Take a tour of a company that interests you.
- Conduct an informational interview to gain a better understanding about the occupation or Industry.

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

- Job shadow a professional in your industry for a day.



**GOAL SETTING & CAREER PLANNING:**

- Brainstorm about your ultimate career objectives and long term goals.

\_\_\_\_\_

- Calculate short term goals to assist you in achieving the long term goals.

\_\_\_\_\_

\_\_\_\_\_

- Create a list of 10 target companies for which you would be interested in working:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |



## GAINING EXPERIENCE:

- Volunteer with a company/non-profit group in your chosen industry.

Organization: \_\_\_\_\_ Start & End Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

- Complete an internship or part time job in your field.

Company: \_\_\_\_\_ Start & End Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_



## DEVELOP YOUR MARKETING MATERIALS:

Your resume is your marketing tool and the first impression an employer has of you. Be sure it explains that you have the qualities for which the employer is looking.

- Create drafts of your resume to use for your job search
- Build a draft of your cover letter
- Create your personal business cards
- Have Career Services review and critique your resume
- Upload your resume to the Job Search & Resume Builder tool
- Establish at least 3 professional references

Name:	Job Title:	Contact Information:
1.		
2.		
3.		



## JOB SEARCH & NETWORKING:

According to the Bureau of Labor Statistics, 73% of jobs are found through networking. Begin establishing your professional network.

- Become familiar with industry job search sites and application processes
- Feel comfortable with making phone calls (cold calls and follow up calls) with employers
- Create, maintain, and clean up your online reputation (LinkedIn, Facebook, Twitter, etc.)
- Develop your elevator pitch
- Join LinkedIn Groups
- Attend professional networking events and meetings
- Keep a job log of the companies and positions to which you've applied, and where you are in the hiring process



## INTERVIEW PREPARATION:

As you prepare for interviews, you must know yourself: experience, strengths, and transferrable skills to communicate to employers.

- Research industry specific interview questions
- Complete a mock interview with your Career Services Specialist
- Prepare your professional appearance
- Reflect on your personal skills, accomplishments, and strengths to highlight in your interview
- Conduct research on the company and industry for which you are interviewing
- Establish a list of questions to ask at the end of the interview
- Prepare drafts of Thank You notes to send after your interview



## CAREER SELF MANAGEMENT:

- Assess your progress toward your career goals. How have you done so far? How have your goals changed?

---

---

---

- Update your resume frequently
- Participate in professional development workshops & seminars
- Become familiar with basic salary negotiation strategies

## THINGS TO REMEMBER:

- A job search can take between 6 to 8 months or more in tough economic times.
- Persistence is the key; if you are not getting responses from employers, assess your job search strategies and see where you may be able to make some improvements.
- Be sure to look at the big picture; assess where a job can lead you in the future, not just what it can offer you today.