

# OVERALL PLANNER (“Career Keywords”)

<p><b>Ideal Work Environment (s):</b> Career Path (Nonprofit), Size &amp; Structure, Cause or Product...</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<p><b>Ideal Job Functions (s):</b> Position Titles, Responsibilities/Duties, Skills Needed...</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	<p><b>Additional Criteria:</b> Location, Benefits, Salary, Professional Development...</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
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<p><b>Reflect - Self</b></p> <p><a href="#">Successful Start</a> <a href="#">Career Assessments</a> and <a href="#">Questions</a></p>	<p><b>Research - Options/Outcomes (Showcase)</b></p> <p><a href="#">Career Options/Outcomes</a> <a href="#">Informational Interviewing</a></p>	<p><b>React – Action (Submit)</b></p> <p><a href="#">Application Process</a> <a href="#">Search and Interview</a></p>
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**Bridge Resources:**      [Imagine PhD \(HUM, SS\)](#) and [My IDP \(STEM\)](#)                      [Handshake](#), [Irish Compass](#) and [LinkedIn](#)

<p style="text-align: center;"><b><u>“Comprehensively Qualified”</u></b></p> <p><b>Values</b> (Character, Beliefs):</p> <p><b>Interests</b> (Likes, Dislikes):</p> <p><b>Personality</b> (Preferences, Habits, Tendencies):</p> <p><b>Skills</b> (Abilities, Gifts, Strengths, Talents, Growth):</p> <hr style="width: 25%; margin-left: 0;"/> <p><b>Foundational</b> (Character, Commitment):</p> <p><b><u>Transferable</u></b> (Communication, Collaboration):</p> <p><b>Industry/Discipline</b> (Content, Comprehension):</p>	<p><b>Industry/Job Family/Discipline:</b> (ex. Academia, Higher Education Administration, Government)</p> <p><b>Department/Office/Area:</b> (ex. History Department, Human Resources)</p> <p><b>Position/Function:</b> (ex. Faculty, Training and Development Coordinator)</p>	<p><b>Employer (Department/Office/Area)</b></p> <ul style="list-style-type: none"> <li>• Position/Function (Job posting):</li> </ul> <p><i>Example:</i> University of Notre Dame (Center for Social Concerns)</p> <ul style="list-style-type: none"> <li>• Community Engagement Manager</li> </ul> <p>United Way (Community Impact and Initiatives)</p> <ul style="list-style-type: none"> <li>• Community Impact Director</li> </ul> <p><b>Meeting Qualifications:</b></p> <p><i>General Trends</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Career Readiness</a></li> <li>• <a href="#">T-Shaped Professional</a></li> </ul> <p><i>Industry/Discipline Trends (ex.)</i></p> <ul style="list-style-type: none"> <li>• Faculty/Academia – Teaching, Research, Service</li> <li>• <a href="#">Higher Ed Student Affairs</a></li> <li>• <a href="#">Nonprofit</a></li> </ul> <p><i>Specific Position Needs</i></p> <ul style="list-style-type: none"> <li>• Foundational, Transferable, Industry/Discipline</li> </ul>
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# JOB SEARCH PLANNER

[Focus Your Search](#) - Includes planning resources and job search resources by category

**My Top Resources** - Ex. Job Boards, Networking Sites, Professional Organizations, People/Mentors...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

## Career Path Planner:

Path	Opportunity	Career Exploration (Assess and Investigate)	Application Process (Build and Prepare)	Search and Interview (Implement and Commit)	Notes	Next Steps (Immediate, Short-Term, Long-Term)

## Contacts and Opportunities Planner:

Who (Employer)	What (Position)	Where (Location)	When (App Deadline)	How (Contacts)	Why (V.I.P.S.)	Next Steps (Immediate, Short-Term, Long-Term)

### Hiring Trends/Cycle:

\* Color code opportunities above based on where you are at in the process

1. **Yearlong** (Plan and Prepare)
2. **Summer** (Explore Options - Informational Interviews)
3. **Fall** (Apply)
4. **Winter** (Interview)
5. **Spring** (Secure/Accept)

### Overall Next Steps:

1. **Immediate** (Days) -
2. **Short-Term** (Weeks) -
3. **Long-Term** (Months) -