



The career development process is not something you have to do alone! Business Career Services is here to help you navigate the process and help you to be successful in your search. It is not a one-semester process – students that take the time to prepare for their careers throughout their time at KU are more successful in the job and internship search process. Use this as a guide through your 4 years at KU.

FIRST YEAR:

FALL SEMESTER

Download the Business Career Plus app. Our app outlines career workshops, events, and announcements for Business students. Search "Business Career Plus" for iOS and Android mobile devices.

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.

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 BCS.

SPRING SEMESTER

Take an interest inventory. The University Career Center 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 BCS in 1300 Capitol Federal Hall to get signed up.

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.

Start keeping track of your activities and accomplishments including dates and specific information.

It will come in handy when you prepare your resume.



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 required to register for KU Career Connections. 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 Accounting or Business Career Fairs in September. Look for information as soon as you get back to campus on dates, times, and locations. Use this opportunity to see what the experience is like and practice talking to companies. Many participating companies will be looking for juniors and seniors, so this is more of a practice experience this year.

Plug into Business Career Plus Activities. Includes a wide range of career programs designed to help you explore careers and prepare for the internship/job search process. Search the Business Career Plus app for relevant events.

Do informational interviews. Approach individuals from companies in which you are interested or in industries you are interested in. Talk to them about their work. You will be amazed at what you learn.

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.

SPRING SEMESTER

Go to the University Career Fair in February. Look for information posted outside 1300 CapFed and at careers.ku.edu

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. The University Career Center also has a professional clothing closet that students can utilize - for free!

Attend Business Career Plus workshops. Attend some of the workshops on a variety of topics including resume writing, interviewing, salary negotiation, and so on. Search the Business Career Plus app for relevant events.

Update your resume. Take this time to update your resume with activities and experiences you have had thus far at KU. Participate in career advising to assist in goal-setting and decisions about future career plans.



THIRD YEAR:

FALL SEMESTER

Make sure your KU Career Connections profile is updated. Ensure that you have the proper graduation date, major, your latest GPA, and your most current resume updated and in the system. As you apply for internships after the Career Fairs, this will be imperative.

Have your resume reviewed. Have your resume reviewed before the Career Fairs in September. There will be many opportunities in late August/early September to do this!

Go to the Accounting or Business Career Fairs in September. Now that you've already attended once, 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.

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 Business Career Plus Workshops. Consider one of the many workshops sponsored through BCS or other Career Services offices on campus. Search the Business Career Plus app for relevant events.

SPRING SEMESTER

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

Attend the University Career Fair. If you haven't secured an internship for the summer, you still have time! The University Career Fair in February is a great place to seek out opportunities.

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.

Make a list of prospective employers. Start researching companies that you may be interested in working for after you graduate next year.



FOURTHYEAR:

FALL SEMESTER

Update your profile on KU Career Connections. Like last year, ensure that your profile is up-to-date and your most recent resume is uploaded.

Fall is high season for recruiting. Use BCS 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.

Have your resume reviewed. Have your resume reviewed before the Career Fairs in September. There will be many opportunities in late August/early September to do this! Plan to spend time on your job search--as much as you would on a class or part-time job.

Go to the Accounting and Business Career Fairs. Last time! This event will give your final year a strong kick-off.

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 BCS!** 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 is disabled.

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

Graduate!