Career Development is a Lifelong Process

Are you headed toward your dream career? When you are focused and know your strengths and interests, you can target the industries, organizations, and positions that best match your talents and personality.

Your immediate goal should be to make the best career choices possible at this point in your life. Keep in mind; it's only natural that your dreams and aspirations may change over time. Changing interests and personal circumstances, combined with the rapidly evolving nature of the world of work, will require you to remain flexible and make numerous career related decisions throughout your lifetime.

There are six stages in the career development process (see chart below), each of which you may visit at multiple points throughout your life. They often overlap and may occur in any order. However, it is important to start by knowing yourself.

### Career Development Process

<table>
<thead>
<tr>
<th>ONE</th>
<th>TWO</th>
<th>THREE</th>
<th>FOUR</th>
<th>FIVE</th>
<th>SIX</th>
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- **Evaluate who you are and what you want.**
- **Learn about careers that interest you.**
- **Clarify your direction through experiential education.**
- **Determine what path you would like to pursue.**
- **Develop skills to achieve your goals.**
- **Continuously develop as a professional and seize opportunities for growth.**

- **Research career information online (job titles, companies, industries, job market trends).**
- **Conduct informational interviews with professionals.**
- **Attend career programs, events, and conferences.**
- **Join student organizations.**
- **Explore academic areas through a variety of GE courses.**
- **Shadow a professional in a field of interest.**

- **Participate in an internship.**
- **Volunteer for a cause.**
- **Get a part-time job.**
- **Gain practical on-campus experience such as research, writing for the newspaper, taking on a leadership role in a student group, etc.**

- **Reflect on what you’ve learned through your research and experiences.**
- **Consider where you are and where you want to be.**
- **Develop an action plan with strategies to achieve your goals.**
- **Meet with a Career Counselor.**
- **Write a strong resume and cover letter.**
- **Develop thoughtful, polished application materials.**
- **Practice and enhance interviewing skills.**
- **Attend career fairs and recruiting events.**
- **Leverage your network.**
- **Be diligent, hard-working and respectful to colleagues and supervisors.**
- **Maintain positive relationships to build a strong network.**
- **Get involved with professional associations.**
- **Seek opportunities for continuing education.**
- **Regularly reevaluate your career goals, along with your values and priorities, which may shift over time.**
FOUR YEAR CAREER PLAN

FIRST YEAR: A TIME OF SELF DISCOVERY

As you begin your college education, it is perfectly okay not to know what you want to do later in life. Take time now to learn as much as you can about your skills, personality, lifestyle preferences, interests, and values. This information will help you choose a major so you can begin to explore the exciting world of career possibilities that await you!

Are you asking these questions?

<table>
<thead>
<tr>
<th>Who am I?</th>
<th>If so, follow these five steps.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where do I fit in?</td>
<td>1. Explore majors through general education classes and develop your interests and skills through student organizations, sports, extracurricular activities, and part-time work.</td>
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<tr>
<td>What do I do best?</td>
<td>2. Get acquainted with Career Center resources. Learn about different occupations.</td>
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<tr>
<td>What major should I choose?</td>
<td>3. Talk about your career interests with parents, friends, professors, and other individuals who are already employed.</td>
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Are you asking these questions?

<table>
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<th>I know my major, but what can I do with it?</th>
<th>What career options do I have?</th>
</tr>
</thead>
<tbody>
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<td>If so, follow these five steps.</td>
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<tr>
<td>1. Continue to expand your knowledge of career options. Make a list of those which sound interesting and update your &quot;Career Interests&quot; on Handshake.</td>
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<tr>
<td>2. Learn more about the job market by visiting the Career Center and by researching materials available online, including the online Occupational Outlook Handbook at <a href="http://www.bls.gov/ooh">www.bls.gov/ooh</a>.</td>
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<td>3. Conduct informational interviews with people who work in career industries of interest to you. Spend a day on the job with a professional. Sign onto UCLAone.com to connect with Bruin alumni.</td>
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<td>4. Pursue internships, part-time and summer jobs, and volunteer activities to gain work experience and learn more about your work preferences.</td>
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<td>5. Attend career fairs and other career-related programs to increase your knowledge of a range of occupations.</td>
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THIRD YEAR: NARROW THE OPTIONS

Internships and summer employment will help you acquire new skills, learn more about careers, and develop a network of contacts. Aim for outstanding academic performance, especially in your major.

Are you asking these questions?

- I’m looking at several career options— which is the best for me?
- What do I need to do to prepare for this career?
- How have my interests changed since my first year and how will this influence my present action?

If so, follow these six steps.

1. Narrow down your choices and discuss your career ideas with a career counselor. Are you satisfied with your early decisions?
2. Research companies and work environments. Pinpoint organizations with job titles that use your skills and for which you believe you are a good match.
3. Begin to establish professional contacts through informational interviews (see Chapter 3) to assist with your career exploration and job search campaign.
4. Continue to gain career-related work and internship experience.
5. Start preparing for graduate school if your career choice requires an advanced degree. Check admission requirements, testing dates, and timelines for applications.
6. Attend the annual Admit UCLA: Graduate and Professional School Fair in October.

FOURTH/FIFTH YEAR: MAKE A CAREER DECISION

Plan ahead and set reasonable career goals for yourself. Remember that this is just one in a long line of career decisions. Your first job will not be your last and you don’t know where it might lead you, so keep an open mind. Remember that graduate school applications, letters of reference, and test scores must be submitted early. Handshake on-campus interviews (OCR), job listings, and career fairs will help you identify prospective employers and career opportunities.

Are you asking these questions?

- What types of jobs are available?
- How do I find the job that’s right for me?
- Should I go to graduate school now or later?

If so, follow these six steps.

1. Discover successful job search strategies by attending workshops at the Career Center and consulting with a career counselor.
2. Prepare for your first job. Talk with UCLA alumni about their first year on the job and some of the challenges you can expect. Join the UCLA Alumni Association at www.alumni.ucla.edu and be sure to sign on to UCLAOne.com.
3. Use your contacts to identify job opportunities and get referrals using LinkedIn.
4. Explore all opportunities. Attend career fairs and employer info sessions.
5. Register for Handshake campus interviews (OCR) and apply for jobs at ucla.joinhandshake.com.
6. Confirm your remaining degree requirements at the beginning of the year so there are no surprises when it comes time to graduate.