Career planning needs to begin as soon as you arrive at UAB and continue as you build skills and integrate experiences into your resume. The following plan provides some of the major steps students should implement by class year, but please realize the steps could also be laid out in progressive phases, regardless of your classification. Begin these phases as early as possible to ensure your career/job goals are met.

**Phase I or Freshman: Explore**
- Register with Career Services through DragonTrail
- Take career inventories (Discover) and complete Discover worksheets (get user ID through Career Services; will be required during your FYE class)
- Explore occupations aligned with your interests, skills, and values:
  - Conduct informational interviews
  - Acquire job shadowing experiences
- Talk with faculty, advisors and professionals in the field for further information on occupations and majors
- Explore and participate in student and professional organizations throughout your years at UAB
- Attend all UAB career fairs, seminars, and events

**Phase II or Sophomore: Experience**
- Revisit steps in prior phases as needed
- Set a tentative career goal based on experiences, knowledge, and interests
- Schedule appointment with your career consultant to discuss:
  - How your academic plan integrates with career plan
  - Appropriate experiential learning opportunities per your career goal
- Register for ECG 300, “Strategies for Effective Career Development”
- Participate in Mentoring Program
- Utilize Career Services’ resources on how to create an effective resume and how to prepare for a successful interview
- Develop your resume and upload it to DragonTrail
- Begin search for summer jobs/internships/co-ops (experiential learning) and record placement in DragonTrail
- Develop your “30-second Elevator Pitch,” (aka infomercial)
- Do a mock interview using InterviewStream (access through DragonTrail)

**Phase III or Junior: Prepare**
- Revisit steps in prior phases as needed
- Access TypeFocus through DragonTrail - Choose effective career strategies for your personality type
- Continue participating in experiential learning, integrating skills into resume and recording placements on DragonTrail
- Either validate or adjust your previous career/academic plan
- Update your resume in DragonTrail
- Assume leadership roles in student organizations
- Use community business forums and professional organizations for networking and information gathering
- Attend all UAB career fairs, seminars and events
- Attend the annual Graduate School Fair (www.alabamaconnection.org)
- Begin application process for graduate/professional school and take exams
- Develop your target list of employers and begin outreach
- Talk with supervisors, faculty and key leaders about serving as references, providing them with a copy of your resume

**Phase IV or Senior: Succeed**
- Revisit steps in prior phases as needed
- Update your resume in DragonTrail
- Meet with a career consultant to have all job search materials reviewed: elevator pitch, cover letters, resumes, target lists and interview skills.
- Apply for jobs or entrance into graduate/professional schools
- Identify interview opportunities; sign up for on-campus interviews through DragonTrail
- Schedule mock interview to improve interview skills
- Research salaries and relocation data from Career Services website
- Attend Career Fairs
- Cultivate job and graduate school offers and negotiate for the optimal fit
- Continue to build and keep in touch with your network and references
- Complete Career Success Survey, advising UAB Career Services of employment