START YOUR JOURNEY HERE

Welcome to your Q Passport. In it you’ll find advice from the professionals at Business Career Services to help you on your journey into the working world.

Make the most out of your passport by following these four simple steps:

• Schedule an appointment with Business Career Services to review the Q Passport.

• Obtain “Q” stamps by attending Business Career Services and other Loyola and Quinlan events.

• After collecting 10 stamps, bring in your Q Passport and receive a free gift.

• Come in for a mandatory Exit Interview.

So please, take a moment to go through the passport—and learn how Business Career Services can guide you toward a successful career.

Hassan Akmal
Director of Business Career Services
Quinlan School of Business

Name

Undergraduate Student ID

Anticipated Graduation Date

E-mail

Date of Expiration Date Issued

LIFETIME 12/05/2014

Lifetime Membership

BUSINESS CAREER SERVICES
CHECKLIST

Complete the first three mandatory items (marked with *) to get a “Q” stamp.

☐ Have an initial consultation with a Business Career Services professional.*

☐ Register at RamblerLink (LUC.edu/ramblerlink) and complete your profile.*

☐ Get your LinkedIn profile edited and approved by a Business Career Services professional.*

☐ Review the Quinlan Career Guide with a Business Career Services professional.

☐ Review the Career Ready Checklist and Kit with a Business Career Services professional.

☐ Enroll in BSAD 220: Career Preparation class.

☐ Attend a Career Self-Assessment Workshop (C-SAW).

☐ Actively join a Quinlan student organization.

☐ Update your employment status with a Business Career Services professional and receive access to 12Twenty, a state-of-the-art employer hiring trends assessment tool.

☐ Get your résumé reviewed.

☐ Get your cover letter reviewed.

☐ Complete a practice phone screen with a Business Career Services professional.

☐ Practice interviewing with a Business Career Services professional.

☐ Request an informational interview with an employer.

☐ Practice interviewing with an employer at a Be Prepared! session.

☐ Participate in an Alumni Real Time session.

☐ Complete an externship or job shadowing experience.

☐ Utilize online career resources including RamblerLink, NACElink, and GoinGlobal webinars.

☐ Create a target list of 15 employers, 3 industries, and 10 job leads.
**INTERNATIONAL STUDENT FOCUS**

Complete the two mandatory items (marked with *) to get a “Q” stamp.

- Schedule an appointment with the Office of International Programs to review your work permit options: Curricular Practical Training (CPT) vs. Optional Practical Training (OPT).*
- Get a copy of the International Student Handbook.*
- Use the search site GoinGlobal.com to find jobs and learn about working in the United States.
- Use RamblerLink, NACElink, and other international job sites to expand your job search.
- Network with employers and alumni at events/career fairs.
- Connect with international student organizations on campus to meet others who have studied and worked in the United States.
- Secure an internship with a U.S. employer using your CPT.
- Try to secure a U.S. internship using your OPT.

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**NEXT STEPS**

Meet with your career advisor to map out a customized plan and get a “Q” stamp.

**Year 1**

**Year 2**

**Year 3**

**Year 4**
**VISAS**

Obtain a “Q” stamp for each event you attend. You must go to at least one Quinlan Career Fair.

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<th>Event</th>
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<tr>
<td>Loyola University Career Fair</td>
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<td>On-campus recruiting event or alumni networking</td>
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<tr>
<td>Business Career Services workshop or panel</td>
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<td>Quinlan Business Case Competition</td>
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<td>Quinlan Fall Career Fair</td>
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<td>Quinlan Spring Career Fair</td>
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<td>Quinlan Career Week</td>
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**BUILD YOUR BRAND**

1. Identify your core values
2. Take inventory of your most marketable career-related skills
3. Define your ideal career path
4. Audit your online identity
5. Identify a career mentor
6. Request letters of recommendation

**MAKE YOUR PITCH**

First impressions really do matter. Sure, you know that you need to look professional. But what will you say? Use this space to write a 30-second “elevator pitch” that conveys your value to employers—and why they should hire you for the position. Make sure to connect your passion to purpose.

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**ELEVATE YOUR BRAND**

Career readiness is the hidden skill set that helps students, graduates, and alumni develop employment seeking competencies that better prepare them for the competitive nature of the job search. These skills help position individuals for meaningful career outcomes. Empowering individuals to take ownership of their career developmental paths helps a person connect passion to purpose. This combination builds confidence, forward-thinking abilities, growth traits, and a “successful” (positive) attitude. Not only that, but it helps an individual distinguish the difference between finding a “job” vs. finding a “career.”

**WHAT IS YOUR CAREER READINESS IQ?**

Sit down with a Business Career Services professional and assess how prepared you are to succeed.

**Career readiness tracker**

Not prepared  Prepared to succeed

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Not prepared  Prepared to succeed
YOU’RE ALMOST THERE

Nearing graduation? Schedule an Exit Interview with Business Career Services to get your final “Q” stamp below—and pick up your graduation gift. You can make your appointment on LUC.edu/ramblerlink.

Office hours
Monday–Thursday • 8 AM–6 PM
Friday • 8:30 AM–5 PM

SHARE YOUR STORY

Help us celebrate your success:
• Log on to RamblerLink.
• Select “Submit Placement Information” on the shortcuts menu (right side of your RamblerLink homepage).
• Select the gray “Add New” button on the next page.