

Graduate Business Programs: Your Plan, Your Goals Individual Career Progression Plan

CREATE YOUR PLAN to help track your career advancement and transition goals while leveraging the valuable resources of Loyola University Chicago and the Quinlan School of Business.

Business Career Services offers resources for students and alumni of the Quinlan graduate programs including MBA, MBA in Healthcare Management, Executive MBA, MS in Accountancy, MS in Business Data Analytics, MS in Finance, MS in Human Resources, MS in Marketing, MS in Information Systems Management and MS in Supply Chain Management.

GETTING STARTED

CONSIDER how your plan might differ if you have 0–3 years of experience, versus 10+ years, or if you are advancing your career in the same field versus beginning a new functional role. How might an internship help you gain relevant business experience as you apply new knowledge and skills to the workforce? How might you transition into a new industry, sector, or company?

CLARIFY if and when you are seeking a full-time, entry-level, or experienced-hire position versus an internship or part-time opportunity. Set and modify your goals, timetable, and strategy accordingly.

CUSTOMIZE your plan so that you are integrating career development and career advancement throughout your graduate business education in both curricular and co-curricular experiences as you continue to develop professionally.

SETTING GOALS

Set SMART goals, which are Specific, Measurable, Actionable, Results-Oriented, and Time-Sensitive.

Will you?

- Join a professional association or a Quinlan student organization?
- Engage in research projects?
- Secure a job or internship?
- Volunteer your time and skills through service?
- Develop a skill or learn new software?
- Develop your network and exchange business cards with classmates, alumni, and employers?
- Participate in Quinlan and Loyola LinkedIn groups?
- Attend alumni networking events?
- Attend a professional presentation, event, or conference?
- Participate in a business plan competition?
- Mentor new students and find some new career mentors for yourself?



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| REGISTER IN HANDSHAKE | Use Handshake to stay informed of career information and to seek employment and internship opportunities. Complete and update your Handshake profile quarterly. Upload your first resume for a professional review by Business Career Services staff. |
| ATTEND COMPANY PRESENTATIONS AND NETWORK | Learn about companies, organizations, career paths, jobs, and internships in a variety of industries and fields. When alumni and employers come to campus, you have an excellent opportunity to meet them and make a great impression. |
| MEET WITH A CAREER COACH | Use Handshake to schedule a career coaching appointment at a time convenient for you. |
| ATTEND CAREER WORKSHOPS | RSVP in Handshake to attend skill-building workshops designed to help you enhance your resume, prepare to interview, expand your network, and your network, and conduct your job search. |
| ATTEND CAREER FAIRS | Attend Quinlan and Loyola Career Fairs each year to meet dozens of hiring organizations seeking qualified business students, interns, and graduates. Consider attending national and international hiring events. |
| APPLY FOR JOBS AND INTERNSHIPS | Check Handshake for daily updates and additions of MBA- and MS-level jobs, internships, and fellowships available locally as well as in national and international locations. Make sure you check out Going Global online resources as well. |
| MEET WITH A GUEST ADVISOR | Sign up for a Guest Advisor session to meet individually for 20 minutes with an employer. Discuss your career interests, aspirations, and get advice |
| NETWORK VIRTUALLY AND STAY CONNECTED | Join Loyola on LinkedIn and become part of the Quinlan LinkedIn subgroup. Stay informed about Business Career Services on the web, Facebook, and Twitter. |



MY INDIVIDUAL CAREER PROGRESSION GUIDE

| Quinlan Graduate Business Student Year One - Career Guide: Set SMART* Goals | Fall Quarter | Winter Quarter | Spring Quarter | Summer Quarter |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Attend the Q-Impact Graduate Student Orientation session. Bring your resume and develop your 30-second networking introduction! | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Register in HANDSHAKE . Update your profile quarterly. Upload your resume and designate a "Default Resume" in HANDSHAKE. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Utilize online career resources including GoinGlobal , MBA-Exchange , and HANDSHAKE . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule an appointment to meet individually with your Graduate Business Career Coach to review your Individual Career Progression Plan and Job/Internship Search Checklist . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Join a new professional association or Quinlan Graduate Student Organization . Participate in relevant networking groups including Loyola's LinkedIn and leverage these resources . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attend Quinlan recruiting, career and professional development events including Quinlan Career Strategies Series . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discern and articulate your unique skills, interests, knowledge and values and pursue job and internships that match them. Ask your Career Coach about the CareerLeader Assessment . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meet Quinlan alumni and employers during Loyola's Guest Advisor Series and use LUCconnect to explore career paths with Alumni Champions and other professionals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stay informed of and participate in career workshops on topics like Resume Writing, Interviewing Skills and Job Search. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare for job and internship interviews. Develop and practice strong interviewing skills with your Career Coach. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attend Quinlan and Loyola Career Fairs . Participate in specialized industry or affinity Career Fairs and Networking events. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply for Internships, Jobs or Fellowships. Prepare, interview and consider offers appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Report your Career Outcomes, accepted job and internship offers in HANDSHAKE . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*SMART Goals=Specific, Measurable, Actionable, Results, Timeframe

MY INDIVIDUAL CAREER PROGRESSION GUIDE

| Quinlan Graduate Business Student: Year Two+ Career Guide: Set SMART* Goals | Fall Quarter | Winter Quarter | Spring Quarter | Summer Quarter |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Schedule an appointment to meet individually with your Graduate Business Career Coach to review your Internship or Job Search Goals, Strategy, and Plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quarterly upload your resume and designate a "Default Resume" in HANDSHAKE . Customize and tailor different resumes and cover letters for each desired position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Continue to utilize online career resources including GoinGlobal , MBA-Exchange , and HANDSHAKE . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Expand your network by attending professional association events. Contribute to Loyola's LinkedIn network and leverage these resources . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stay informed of and participate in career workshops on topics like Resume Writing, Interviewing Skills and Job Search. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discern and articulate your unique skills, interests, knowledge and values and pursue career opportunities that match them. Ask your Career Coach about the Career Leader Assessment . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meet Quinlan alumni by using LUConnect to explore career paths with Alumni Champions and other professionals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Further develop and polish strong interviewing skills during a practice interview with your Graduate Business Career Coach. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attend Quinlan and Loyola Career Fairs. Participate in specialized industry or affinity Career Fairs and Networking events. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Continue to apply for Internships, Jobs or Fellowships. Prepare, interview and consider offers appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Report your Career Outcomes, accepted job and internship offers in HANDSHAKE . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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