

LOYOLA UNIVERSITY CHICAGO

Your Quinlan Career Guide: Four-Year Guide for Career Transformation

Business Career Services



QUINLAN
SCHOOL of BUSINESS

Build Your Unique Career Path

This Quinlan planning guide belongs to:

Dates:

Quinlan Career Guide – Set Curricular Goals

1

2

3

4

Begin **UNIV 101**: Start Loyola Experience **4-Year Plan** and **e-portfolio** development.

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Register in **RamblerLink** and complete/update your profile each semester.

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Use **Quinlan Business Career Services** and Resources to fulfill BSAD career course assignments.

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Build **Resume** for Approval and designate a "Default Resume" in RamblerLink.

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Meet with Academic Advisor and enroll in **BSAD 220 Career and Internship Preparation** class.
Update resume and e-portfolio.

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Update resume and e-portfolio with **engaged learning** experiences.

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Consider enrolling in **BSAD 351 Academic Internship Course**. Update Resume and e-portfolio.

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Meet individually with a **Career Advisor** to review **Academic Internship Search Check list**.

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Seek and complete **Academic Internship** in company or organization.

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Enter internships into **RamblerLink**.

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Quinlan Career Guide – Set Co-curricular Goals	1	2	3	4
Register in RamblerLink and complete/update your Profile each semester.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet individually with Quinlan Business Career Services Career Advisor regarding Quinlan Career Guide . Set SMART goals .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Join and lead Quinlan student organizations and attend professional association events.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Quinlan career and professional development events including Quinlan Career Week events on business etiquette and professional image.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discern and articulate unique skills, interests, knowledge, and values and choose job and internships accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet Quinlan alumni and recruiters during REAL TIME to explore career paths with alumni and professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Resume Writing Workshops . Develop and customize Resume and Cover Letter correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Interviewing Skills Workshops . Develop and practice strong interviewing skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Job and Internship Search Workshops and match your skills and interests to on-campus and off-campus jobs and internship opportunities. Apply in RamblerLink.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigate and apply for Internships, Jobs, or Fellowships; interview and accept offers accordingly. Develop strong job search skills.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Quinlan and University Career Fairs on campus. Participate in specialized Career Fairs. Participate in on-campus recruiting and interviews. Interview off-campus.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Networking and LinkedIn Workshops . Develop strong Alumni networks and networking skills. Attend Quinlan Student–Alumni Networking Events.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in Countdown to Commencement Events for Seniors.				<input type="checkbox"/>
Report job and internship offers into RamblerLink on the Placement tab in your Profile.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Build Your Unique Career Path



Expand Your Knowledge

- Meet with a Career Advisor to discuss career topics
- Take BSAD 220: Career and Internship Preparation Class
- Review Internship and Job Descriptions in RamblerLink
- Complete an Internship
- Conduct Informational Interviews
- Learn critical information at Career Workshops
- Attend Business Association Events, Seminars
- Meet with a professional during REAL TIME
- Participate in a Business Student Organization
- Meet Employers at Career Fairs
- Compete in Business Competitions
- Job shadow or visit company sites

Build Your Unique Career Path



Find Your Calling

- Explore Passions: Attend Quinlan Career Events and Presentations
- Meet Individually with Business Careers Advisors to explore career options
- Research career options and resources
- Discuss careers with Faculty and Mentors
- Pursue Career-Planning Courses with Academic Advisors:
- Take BSAD 220: Career and Internship Preparation Class
- Attend career panel discussions and events
- Pursue and complete an Academic Internship
- Interact with Alumni and Mentors
- Participate in REAL TIME at Quinlan
- Visit a Company or Organization; Job Shadow
- Conduct Informational Interviews
- Try Part-time jobs on and/or off-campus

Build Your Unique Career Path



Create Your Future

- Register and Update your RamblerLink Profile
- Engage with Quinlan Business Career Services
- Meet with Career Advisor to Discuss Career Guide
- Participate in a Business Student Organization(s)
- Meet Local Employers at Career Fairs
- Apply to jobs and internships of interest
- Complete an Internship and build e-portfolio
- Participate and Volunteer in Quinlan Service
- Conduct Informational Interviews
- Build skills and attend Career Workshops
- Attend Business Association Events, Seminars
- Compete in business competitions and site-visits
- Take BSAD 220: Career and Internship Preparation Course

Build Your Unique Career Path



Build Your Skills

- Review Job Search Check List with Career Advisor
- Build and Customize your Resume and Cover Letters
- Prepare and Practice Your Interview Skills
- Strategically Plan and Execute Your Job Search
- Consider Career-Planning Courses
- Take BSAD 220: Career and Internship Preparation
- Pursue and Complete an Academic Internship
- Network with Alumni and Mentors
- Participate in REAL TIME Conversations
- Take Part-time jobs on and/or off-campus
- Build Your E-portfolio
- Complete an Internship
- Compete in Business Competitions
- Be a leader in Business Student organizations

Quick Links

- **RamblerLink**
(<https://luc-csm.symplicity.com/students>)
- **Quinlan Business Student Organizations**
(<http://www.luc.edu/quinlan/undergraduate/studentorganizations>)
- **ePortfolio**
(<https://eportfolio.luc.edu>)
- **Internships**
(<http://www.luc.edu/quinlan/careers/internships>)
- **Resume Writing**
(<http://www.luc.edu/quinlan/careers/studentresources/graduateresources/preparationresources/resumewriting>)
- **Interviewing Skills**
(<http://www.luc.edu/quinlan/careers/studentresources/graduateresources/preparationresources/interviews>)
- **Alumni Career Resources**
(<http://alumni.luc.edu/s/1548/alumni/index.aspx?sid=1548&gid=2&pgid=805>)



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Quinlan Career Guide – Set Curricular Goals	1	2	3	4
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Register in RembrandtLink and complete/update your profile each semester.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Quinlan Business Career Services and Resources to fulfill BSAD career course assignments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build Resume for Approval and designate a "Default Resume" in RembrandtLink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet with Academic Advisor and enroll in BSAD 230 Career and Internship Preparation class.		<input type="checkbox"/>		
Update resume and e-portfolio.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update resume and e-portfolio with engaged learning experiences.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider enrolling in BSAD 140 Academic Internship Course. Update Resume and e-portfolio.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet Individually with a Career Advisor to review Academic Internship Search Check list.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seek and complete Academic Internship with a company or organization.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter Internship in RembrandtLink.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quinlan Career Guide – Set Co-curricular Goals	1	2	3	4
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Load internship offers into RamblerLink on the Placement tab in your Profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

