

Accelerate Your Career Forward:

Customize your Individual Career Progression Plan

Take Charge of Your Career!

Planning, advancing and managing your career is a lifelong and dynamic process and journey. Develop and advance your career path as you pursue your graduate business degree.

Get A Quick Start!

Attend the Q-Impact Graduate Student Orientation session. Participate in career events including “Accelerate Your Career Forward” offered quarterly by Business Career Services.

Take Actionable Steps!

Set career goals and chart your progress towards them as you would manage other important life and business goals or projects. Meet with your Career Coach to discuss and develop your goals, plan and execution strategy!

Set **SMART** Goals that are:

- S**pecific
- M**easurable
- A**ctionable
- R**esults-oriented
- T**imebound

Prepare for Career Success and Growth!

- ✓ Schedule an appointment to meet with your Graduate Business Career Coach to review your Individual Career Progression Plan and Job/Internship Search Strategy and Plan
- ✓ 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 for additional insights on business career paths and career interests that offer helpful direction

Be Ready to Convey Your Unique Value!

- ✓ Develop your 30-second networking introduction that is “NEWSY” and include these or other unique details to help structure, sequence and tell your career story:

N = Name: first and last

E = Education: degree(s), credentials, university name(s), dates; certifications

W = Work/Internship: experiences that are relevant and/or recent

S = Skills/Strengths: stand out; show how you are special

Y = Your short-and long-term career goals: aspirations, roles, companies, industries

Accelerate Your Career Forward: (continued)

Customize your Individual Career Progression Plan

Engage with Employers and Hiring Managers!

- ✓ Use Your Loyola University ID and password to register and utilize Loyola and Quinlan online career resources including [Handshake](#), [MBA- Exchange.com Premium Services](#) and [GoinGlobal](#). Register in these interactive career platforms and update your Handshake profile quarterly to align with your GOALS and timeline
- ✓ Interact with recruiting professionals and employer representatives using Handshake. Connect to companies through social media platforms and register to attend their events. You may receive messages directly from employer representatives and recruiters directly through Handshake

Prepare to Accelerate Your Career Forward!

- ✓ Customize your professional resume, correspondence and online profiles to support your career goals and job and/or internship searches
- ✓ Prepare for virtual and in-person interviews. Develop and practice strong interviewing skills with your Career Coach
- ✓ Attend Quinlan and Loyola Career Fairs. Participate in specialized industry or affinity Career Fairs and Networking events
- ✓ Prepare for virtual and in-person interviews. Develop and practice strong interviewing skills with your Career Coach
- ✓ Attend Quinlan and Loyola Career Fairs. Participate in specialized industry or affinity Career Fairs and Networking events
- ✓ Apply for Internships, Jobs or Leadership/Rotational Development Programs. Prepare, interview and consider or negotiate offers appropriately and in a timely manner

Expand Your Networks and Build Relationships!

- ✓ Meet alumni and professionals for mentoring and more through [Loyola Linked:Quinlan](#)
- ✓ Join a new professional association or Quinlan Graduate Student Organization
- ✓ Participate in networking groups including Loyola and Quinlan's LinkedIn groups
- ✓ Attend Quinlan recruiting, career and professional development events offered year-round

Next Steps to Success!

- ✓ Like many goals and plans, it is useful to check-in frequently with others as you update and design your unique career path and journey
- ✓ Schedule an appointment to meet with your Graduate Business Career Coach to review your Individual Career Progression Plan and Job/Internship Search Strategy and Plan frequently