### MY INDIVIDUAL CAREER PROGRESSION GUIDE

#### Quinlan Graduate Student: Year One Career Guide: Set SMART Goals

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attend Graduate Student Orientation</strong> session. Bring your resume and develop your 30-second networking introduction!</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Register in RamblerLink. Update your profile quarterly. Upload your resume and designate a “Default Resume” in RamblerLink quarterly.</strong></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Utilize online career resources including RamblerLink, NACElink, GoinGlobal, Beyond B-school and webinars.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Schedule an appointment</strong> to meet individually with a BCS Career Advisor to review your Internship and Job Search Check list.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Join a new professional association</strong> or <strong>student organization</strong>. Lead and attend relevant networking events.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Attend</strong> Quinlan recruiting career and professional development events including Quinlan Career Week events.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Discern and articulate your unique <strong>skills, interests, knowledge and values</strong> and pursue job and internships that match.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Meet Quinlan alumni and employers during <strong>REAL TIME</strong> to explore career paths with alumni and professionals.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Attend Quinlan Workshops</strong> on Resume Writing, Interviewing Skills and Job Search and Career Strategies.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Develop and practice strong interviewing skills</strong> using Video and/or mock interviews.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Attend</strong> Quinlan and University Career Fairs. Participate in specialized industry or affinity Career Fairs.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Investigate and <strong>apply for Internships, Jobs, or Fellowships</strong>. Prepare, interview and accept offer appropriately.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Report job and internship offers</strong> into RamblerLink on the Placement tab in your Profile.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**SMART Goals=Specific, Measurable, Actionable, Results, Timeframe**
# MY INDIVIDUAL CAREER PROGRESSION GUIDE

## Quinlan Graduate Student: Year Two+ Career Guide: Set SMART Goals

<table>
<thead>
<tr>
<th>Task</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule an appointment to meet individually with a BCS Career Advisor to review your Internship or Job Search Checklist.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Upload your resume and designate a “Default Resume” in RamblerLink. Customize and tailor resumes and cover letters for desired positions.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Schedule an appointment to meet individually with a BCS Career Advisor to review your Internship and Job Search Checklist.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Utilize online career resources including RamblerLink, NACElink, GoinGlobal, Beyond B-School and webinars.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Expand your network by attending professional association events. Join relevant LinkedIn groups, Quinlan and Loyola Alumni groups.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Attend Quinlan recruiting career and professional development events including Quinlan Career Week events.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Discern and articulate your unique <strong>skills, interests, knowledge and values</strong> and pursue job and internships that match.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Meet Quinlan alumni and employers during REAL TIME sessions to explore career paths with alumni and professionals.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Attend Quinlan Workshops on Resume Writing, Interviewing Skills and Job Search and Networking Strategies.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Develop and practice strong interviewing skills using Video and/or mock interviews.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Attend Quinlan and University Career Fairs. Participate in specialized industry or affinity Career Fairs.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Investigate and apply for Internships, Jobs, or Fellowships. Interview and accept offer appropriately.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>Report job and internship offers into RamblerLink on the Placement tab in your Profile.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
</tbody>
</table>

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