

# First-Year MPA International Student Career Management Plan

## AUTUMN QUARTER

Career Goals	Checklist
<b>Revise Job Search Materials</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Update your resume to include enrollment at the Evans School and summer work</li> <li><input type="checkbox"/> Craft a cover letter for an internship of interest and have it reviewed by your career advisor</li> </ul>
<b>Explore EvansJobs</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create account and upload your resume</li> <li><input type="checkbox"/> Explore the “Events” and “Appointments” tabs</li> <li><input type="checkbox"/> Log-in regularly to stay up to date with events and job/internship postings</li> <li><input type="checkbox"/> Review all career resources and handouts</li> <li><input type="checkbox"/> Establish an internship Job Alert in the system</li> </ul>
<b>Join LinkedIn</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create an excellent LinkedIn profile</li> <li><input type="checkbox"/> Join the Evans School of Public Affairs Group and other groups of interest</li> <li><input type="checkbox"/> Build professional connections in Seattle</li> </ul>
<b>Understand the Internship Requirement</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Submit the Internship Planning Form via EvansJobs before October 31, 2013</b></li> <li><input type="checkbox"/> Research 5-10 organizations where you might like to intern</li> </ul>
<b>Get Involved</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Join Evans School student interest groups (SIGs, ESO, Publife) and other UW organizations</li> <li><input type="checkbox"/> Attend career workshops and events</li> <li><input type="checkbox"/> Join professional associations, many have affordable student membership rates</li> </ul>
<b>Time Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Focus on academic success and do well in the core curriculum, use the classes as career exploration tools and skill builders</li> <li><input type="checkbox"/> Get organized and create a calendaring system/to-do list that works for you</li> </ul>
*Keep in mind – searching and applying for internships will be best implemented in the Winter and Spring!	

**Notes/Goals**

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**WINTER QUARTER**

<b>Career Goals to Achieve</b>	<b>Checklist</b>
<b>Focus Career Goals</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Determine interests and personal strengths</li><li><input type="checkbox"/> Identify skills you enjoyed exploring in core classes</li><li><input type="checkbox"/> Refine a list of 5-10 organizations where you might like to intern by conducting informational interviews</li></ul>
<b>Build Professional Connections</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Network with Evans peers, faculty, staff and alumni</li><li><input type="checkbox"/> Continue building your presence on LinkedIn, be sure to add relevant coursework and class projects</li><li><input type="checkbox"/> Conduct informational interviews with professionals and Evans School alumni doing interesting work</li></ul>
<b>Strengthen Personal Brand</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Develop an “Elevator Pitch” or professional talking points and practice delivering your pitch out loud</li></ul>
<b>Begin Internship Search</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Check EvansJobs regularly for opportunities and refine “Job Search Agents” to capture target positions</li><li><input type="checkbox"/> Search other websites for opportunities, including: USAjobs, Idealist, Indeed, O*net, Glassdoor, etc.</li><li><input type="checkbox"/> Meet with career advisor to develop a meaningful internship search action plan</li></ul>
<b>Attend Career Events</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Evans School career education workshops and events</li><li><input type="checkbox"/> Evans School SIG career-oriented events</li><li><input type="checkbox"/> Employer presentations and information sessions</li><li><input type="checkbox"/> UW Career Center Workshops</li><li><input type="checkbox"/> Professional Association networking events</li><li><input type="checkbox"/> Target organization special events/open houses</li></ul>
<b>Work Authorization</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Get to know the CPT/OPT work authorization process</li><li><input type="checkbox"/> Check-in with International Student Services (ISS)</li></ul>

**Notes/Goals**

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**SPRING QUARTER**

<b>Career Goals to Achieve</b>	<b>Checklist</b>
<b>Focus Search and Apply to Internships</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Create a tool to track and monitor internship search progress (ex. Excel spreadsheet)</li><li><input type="checkbox"/> Refine your list of target organizations and positions</li><li><input type="checkbox"/> Set weekly goals for submitting internship applications</li><li><input type="checkbox"/> Meet with career advisor to ensure applications are strong</li><li><input type="checkbox"/> Consider applying for unpaid/low-paid internship funding through the Evans School, if you are considering these types of internship opportunities</li></ul>
<b>Network</b>	<p><i>This is an on-going process throughout your career!</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Set realistic goals (ex. Reach out to one new contact a week or follow up with old connections)</li><li><input type="checkbox"/> Connect with Evans alums of interest through LinkedIn</li><li><input type="checkbox"/> Continue to conduct informational interviews, expand to those working in jobs that you find interesting or in locations where you might like to live after graduation</li><li><input type="checkbox"/> Meet with second-year students who interned last year at organizations of interest to get their advice on applying and interviewing</li><li><input type="checkbox"/> Continue attending career workshops and events</li></ul>
<b>Prepare for Interviews</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Review “Need to Know” Interviewing Guide on EvansJobs</li><li><input type="checkbox"/> Schedule appointment with Career Services for a mock interview (this is best done when you have an actual interview already scheduled with an employer, so we can prep you for a specific conversation)</li></ul>
<b>Document Internship</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Remember to submit paperwork via EvansJobs once you accept and begin the internship, including the Student/Agency Contract, Student Evaluation, and Supervisor Evaluation</li></ul>

**Notes/Goals**

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## UW RESOURCES

*UW Career Center* – <http://careers.washington.edu/>

- Mary Gates Hall, Room 134 | 206.543.0535 | [brianakr@uw.edu](mailto:brianakr@uw.edu)

*The Graduate School* – <http://www.grad.washington.edu/students/>

- G-1 Communications Building | 206.543.5139

*GFIS (Graduate Funding Information Service)* | <http://commons.lib.washington.edu/services/gfis>

- Research Commons, Allen Library South, Office G86A | [gfis@uw.edu](mailto:gfis@uw.edu)

*Odegaard Writing and Research Center* – [www.depts.washington.edu/owrc](http://www.depts.washington.edu/owrc)

- Odegaard Undergraduate Library, Room 121 | 206.221.0972 | [owrc@uw.edu](mailto:owrc@uw.edu)

*Counseling Center* – [www.washington.edu/counseling](http://www.washington.edu/counseling)

- Schmitz Hall 401 | 206.543.1240

*FIUTS (The Foundation for International Understanding Through Students)* – [www.fiuts.org](http://www.fiuts.org)

- HUB 206 | 206.543.0735 | Email: [info@fiuts.org](mailto:info@fiuts.org)

*International Student Services (ISS)* - [iss.washington.edu](http://iss.washington.edu)

- Schmitz Hall 459 | 206.221.7857 | [uwiss@uw.edu](mailto:uwiss@uw.edu)

## CAREER SERVICES NOTES

*Please note that this Career Management Plan is only a guide; individual students may prefer to follow a different timeline as needed. We recommend meeting with Career Services at least once during each year of the MPA degree program for support and guidance. Appointments can be scheduled online through EvansJobs.*

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