

KNOW YOUR WHY

- Career Switch vs Career Advancement
- Engage in self-reflection – connect your “why” to your education
- Maximize ROI for education

TAKING INVENTORY

- Identify and highlight transferable skills according to career path
- Personal skills inventory – list your skills, target a job, match and fill the gaps

REMINDERS & RESOURCES

REMEMBER...

- Don’t forget the value of soft skills
- Utilize your resources
- Network & follow up
- Choose the path that is best for you

YOUR NEXT MOVE

- Switching? – Informational interviews, transferable skills, leverage your education, gain relevant experience
- Advancing? – Discuss with employer, highlight leadership, build visibility in your field

RESOURCES

- [USI Career Success Center Website](#)
- [USI Mentor Match](#)
- [USI Steppingblocks](#)
- [Career OneStop \(skills assessments\)](#)
- [Desirable Transferable Skills](#)

SELF-REFLECTION

Here's a couple questions to get you started...

- What kind of work feels valuable to me – why?
- What tasks do I do consistently well – what energizes rather than drains?
- Which past jobs, classes, projects did I enjoy most – why?
- What type of work environment do I thrive in?
- What do I want to learn next? What can I do to contribute to my professional growth?
- What are my non-negotiables in a role?

SKILL INVENTORY

- Compile a list of all of your skills (technical skills, soft skills, transferable skills)
- Conduct research regarding necessary and desirable skills for target role
- What skills do I have vs what skills do I need to learn/develop further?
- Focus on gaps to fill – can be developed through education and experience

NETWORKING

- LinkedIn – optimize your profile to reflect goals
- Alumni – USI Mentor Match
- On-campus and community events (career fairs)
- Talking with professors, employers, co-workers, etc.
- Informational interviews