

WCCPE

Four-Year Career Plan



Elmhurst
University

Russell G. Weigand
Career Center for
Professional Excellence

Mission:

The mission of the Russell G. Weigand Career Center for Professional Excellence (WCCPE) is to prepare Elmhurst University students and alumni for a rapidly changing world by igniting their professional curiosity, competencies and purpose. Through career guidance, mentoring, internships and more, the WCCPE readies students for a successful launch into their careers and to become effective contributors to society.



Four Years with the WCCPE

Handshake

- Explore **Handshake** for internships, volunteer opportunities, student employment, part-time and entry-level positions; sign up for upcoming WCCPE career events.

Courses

Assess your skills, interests, values and build professional competencies by enrolling in CPP 298, 299 and CPP 399 or use **PathwayU** in consultation with **WCCPE Career Advisors**.

Advisors

Meet with **WCCPE Career Advisors** to discuss your professional interests, potential career pathways, refine your resume, and sharpen your job search skills.

Search Guidance

Learn to network at **Meet the Professionals** events, refine interview skills through **Mock Interview** events, develop superior resume and cover letters with **Career Advisors** and land internships or jobs at **Elmhurst University** and **CareerFest Fairs**.



Year 1 – Explore and Discover

First-year students will successfully navigate the transition to college through increased self-awareness, identifying and developing key life and career skills while beginning to explore the concepts of career and professional purpose.

Online

- Take advantage of **Career Advice on Demand** on the WCCPE website. 24/7 access to career-building tools such as **Pathway U** career skills and interests assessments and **CareerSpots** career related videos. Get helpful advice whenever you need it.
- Register and complete your online profile through **Handshake** - the University's job listing platform.

On Campus

- Get involved and engage through on campus student organizations or clubs. Volunteer through Service Learning or part-time work at the University.

In Person

- Meet with a **WCCPE Career Advisor** to discuss academic interests, **PathwayU** results, help in choosing a major and potential career paths.

Take Action

- Attend at least one career fair or career-related event each semester; it's never too early to start networking.
- Participate in the **First Leap** program to explore potential career paths via job shadowing and informational interviewing.
- Enroll in required or recommended courses for careers in health care and law.



Year 2 – Self Assessment and Research

Second-year students will explore their skills, interests and values especially as they relate to career possibilities. They will also participate in workplace and community experiences to begin building their professional competencies.

Online

- Use **Handshake** or **PathwayU** through the WCCPE website to research various career paths, industries and learn about potential internship positions.
- Create an impressive resume simply and quickly using the AI-powered **WCCPE Resume Builder**.
- If you're interested in the health or legal professions, begin to research professional school requirements and recommendations.

On Campus

- Attend WCCPE professional development events on topics ranging from career exploration to resume writing, cover letters and interviewing strategies.

In Person

- Meet with a **WCCPE Career Advisor** to develop or refine your resume.
- Take the **CPP 298 & 299 Professional Foundations of Career Development** courses to get you started on your professional career path.

Take Action

- Attend the **CareerFest** and **University Career Fair** to network with professionals and seek an internship that affords professional work experience, personal contacts and potential for future employment.
- Begin gathering information to apply to scholarships and fellowships (both undergraduate and postgraduate).



Year 3 – Get Professional Experience

Third-year students will be able to articulate their professional competencies and personal values; and understand how they relate to their work experiences and professional future.

Online

- Update your profile and search for major-related internships and jobs on **Handshake**.
- Create/update your profile on **LinkedIn** and start building out your professional network.
- Begin to research graduate school opportunities.

On Campus

- Attend **Meet the Professionals** events to meet with career professionals, learn about career paths and practice networking skills.
- Assume leadership roles in student organizations and clubs.

In Person

- Sign up for the **Mentoring** program and gain advice, direction and encouragement from a professional.
- Conduct informational interviews with faculty, family, friends, alumni and company contacts to network for internship opportunities.

Take Action

- Complete an internship or field experience.
- Meet with **WCCPE Pre-Professional Advisors** during your Fall term to prepare for and take needed graduate and professional school exams. Create an application strategy and apply to programs that open a year in advance.
- Establish connections with faculty by the end of junior year for references or letters of recommendation for graduate/professional school as well as internships/jobs.



Year 4 – Implement Your Career Plan

Senior-year students will solidify their professional goals and competencies, engage in experiences within their chosen field and manage the transitions to their professional career.

Online

- Update your on-line profiles on **Handshake** and **LinkedIn**.
- Sharpen your interviewing skills through using **StandOut** virtual interviewing platform and by participating in the **Mock Interview** event.

On Campus

- Meet with a **WCCPE Career Advisor** to refine your resume and develop a job search strategy.
- Apply for **Fall Interview Day** for internships and full-time employment.

In Person

- Take the **CPP 399 Professional Career Preparation** course to learn how to conduct a successful job search and enter the world of work.
- Attend recruiting events like the **Elmhurst University Career Fairs** and **CareerFest** to apply for full time positions and participate in the **Meet the Professionals** events.

Take Action

- Network with family, faculty, **WCCPE** staff, alumni and company contacts and conduct informational interviews to build out your connections.
- Take any necessary graduate school admission tests not taken your third year. Apply to graduate programs.



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