



# Mapping Your Career Options

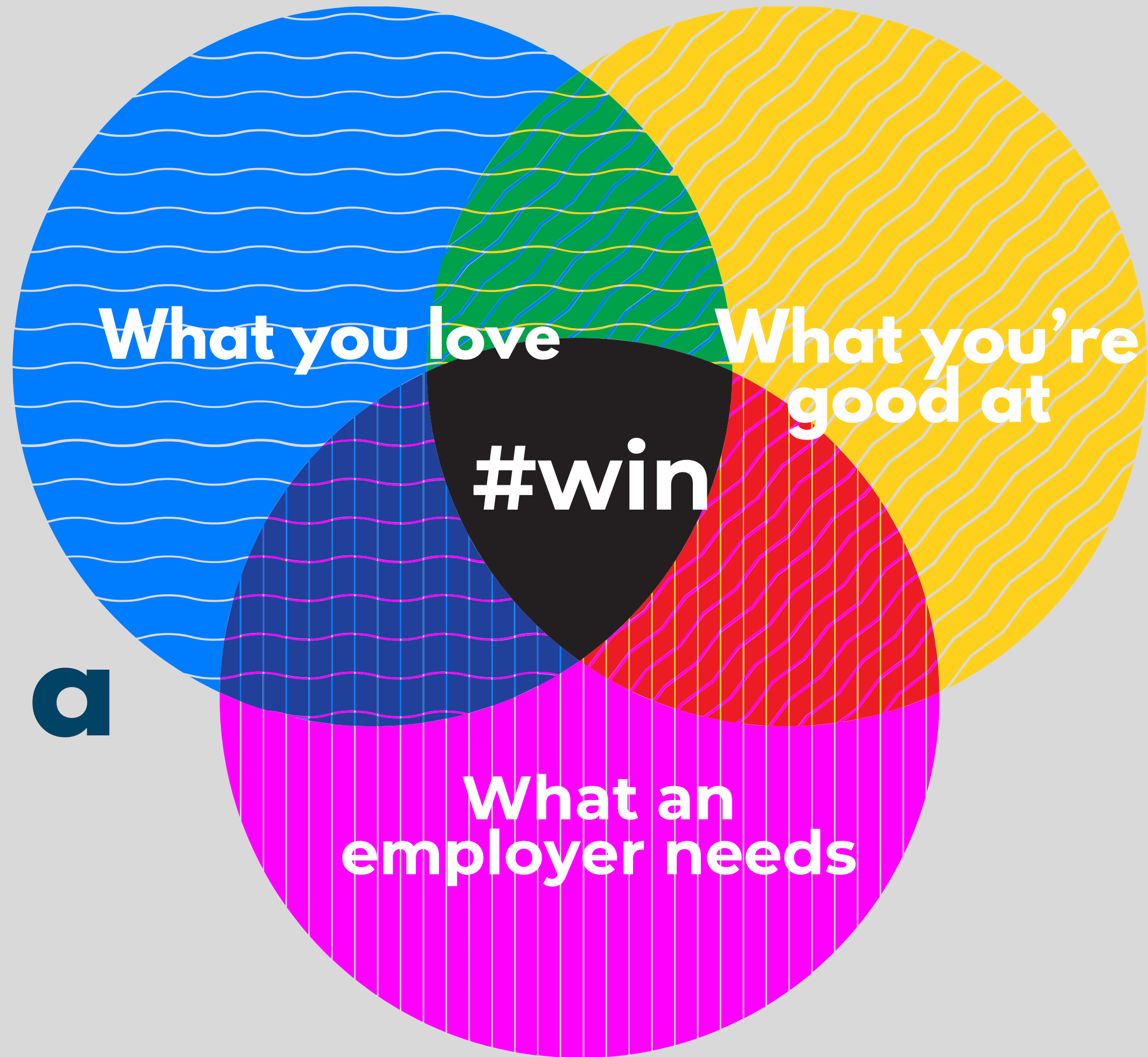


Some of us know what kinds of things we like doing (writing, designing, etc.), and some of us know what kinds of environments we'd like to work in - like a museum or media company.

The trick of mapping out all your options is to look for the intersections of the things you like to do + things you're good at (or can learn to be good at) + what someone will pay you to do.



**Your  
Career is a  
Win-win  
situation**



# mapping tactics

- 01 **IDENTIFYING** skills and interests
- 02 **EXPLORING** keywords
- 03 **FINDING** market connections
- 04 **PATHWAY** mapping





01 **IDENTIFYING** skills and interests

# ask big questions



# 01 IDENTIFYING SKILLS and INTERESTS

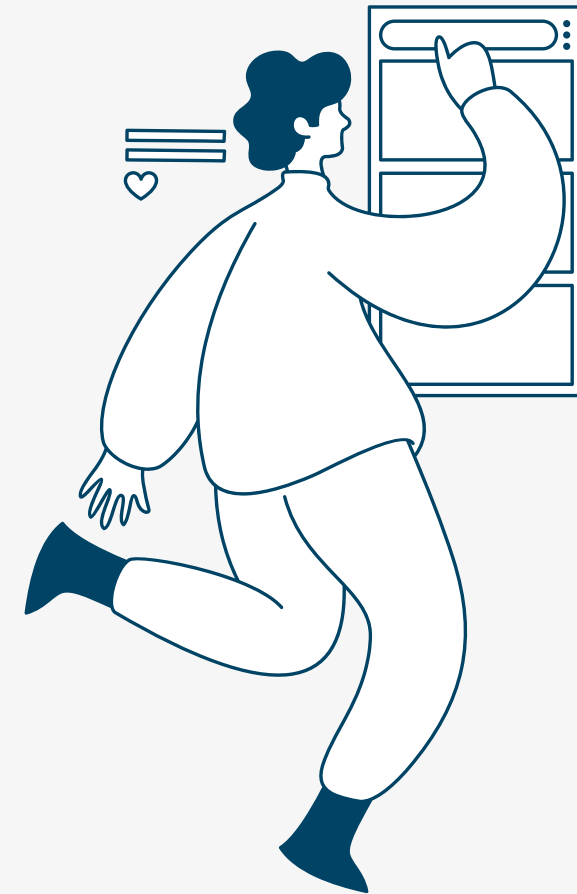
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**If a benefactor gave you 1 billion dollars to start your own business or non-profit, what would it be? And what would your role be?**



# 01 IDENTIFYING SKILLS and INTERESTS

**2** If I had to teach something, what would I teach?



# 01 IDENTIFYING SKILLS and INTERESTS

**3** What do I love enough to do for free?



# 01 IDENTIFYING SKILLS and INTERESTS

- 4 What was the most successful project I ever took on and what made me successful?



# 01 IDENTIFYING SKILLS and INTERESTS

- 5 When working on a team, what roles am I drawn to?





## 02 **EXPLORING** keywords

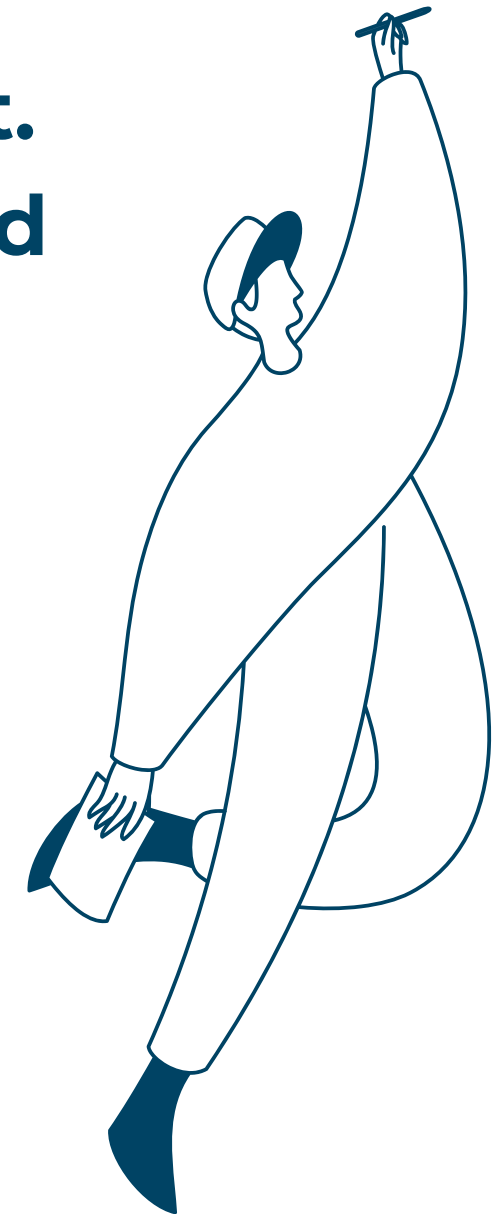
# in-demand skills



## 02 **EXPLORING** keywords

**A.** Start with a skill or subject you are passionate about. Type this word into any job board (ignoring location) and observe the positions that result from this search.

- What are the job titles?
- Who are the employers and what are their industries?
- What kinds of responsibilities do these positions have?
- What skills are associated with these roles?
- What salaries correlate with these roles?



## 02 **EXPLORING** keywords

**B.** Identify 5 of the most interesting or appealing of these job board results. Ask yourself these questions:

- What is interesting to me about this position?
- What do I like about this employer?
- How many similar roles do I see on this job board?
- What skills do I have that make me ideal for this role?
- What skills or experience would I need to gain to be competitive?





## 03 **FINDING** market connections

# employer targets



## 03 FINDING market connections

**A.** List the kinds of roles or functions that interest you. This process will help curate keywords for your job/internship search and it will help you identify the skills you do have and the ones you want to grow

### examples:

- Writing
- Teaching
- Designing
- Organizing
- Researching
- Presenting
- Storytelling
- Managing
- Data Management



## 03 FINDING market connections

**B.** Identify the "spaces" or industries that interest you or where you have experiences. These might be general, like museums or libraries - or specific, like health-focused start-ups.

### examples:

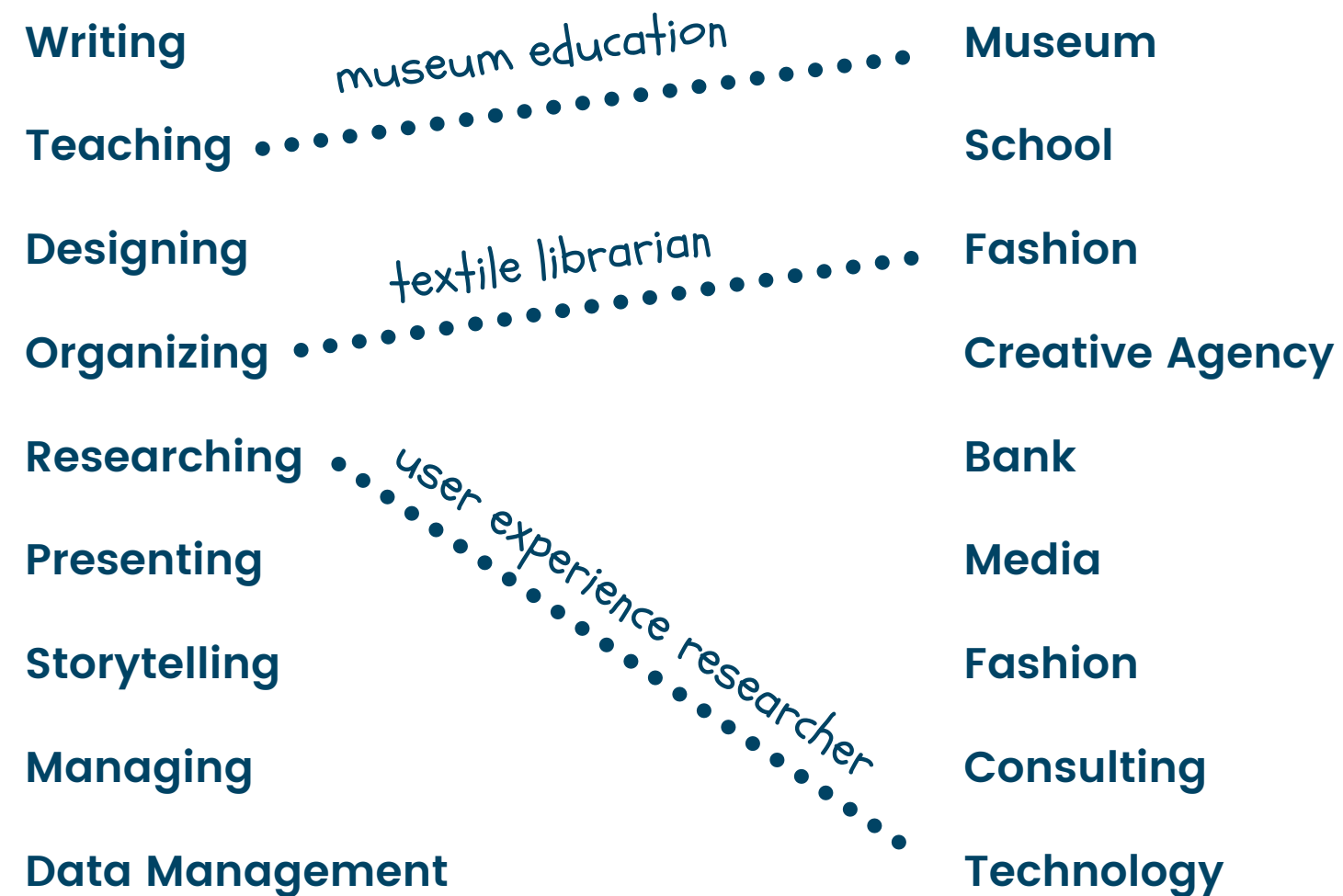
- Museum
- School
- Fashion
- Creative Agency
- Bank
- Media
- Fashion
- Consulting
- Technology



# 03 FINDING market connections

C. Draw lines between functions and spaces and ideate what kind of roles would exist across these two. If you can't think of a role, google the keywords together with the word "career."

examples:





**04** **PATHWAY** mapping

# other people's stories



# 04 **PATHWAY** mapping

## exploring through stories



**Jackson Schreiber**  
**BA, Film and Television**  
**Creative Producing**



**Sofia Sytniak**  
**BS, Psychology**



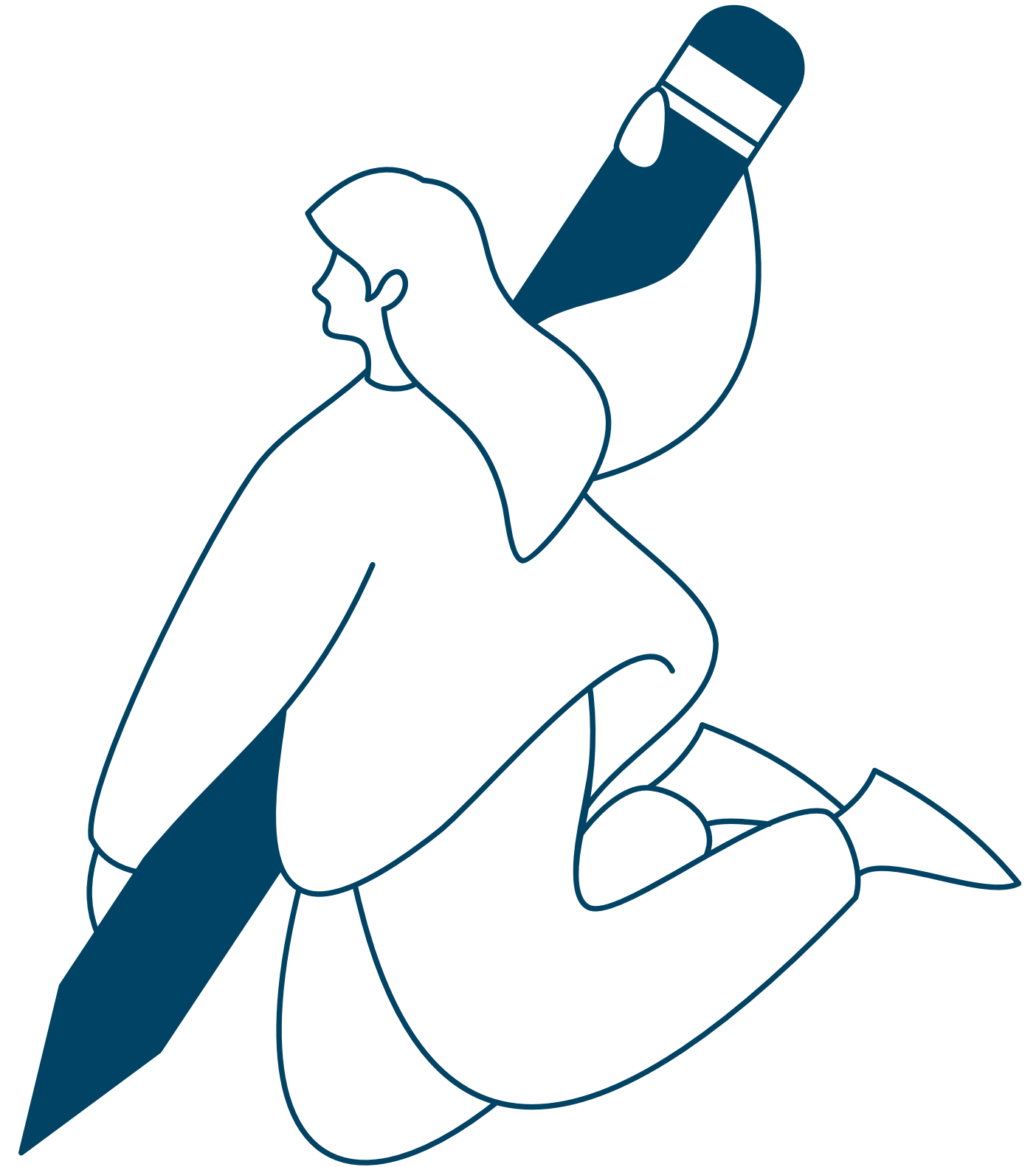
**Ashley Ross**  
**BS, Health Sciences**

# 04 **PATHWAY** mapping

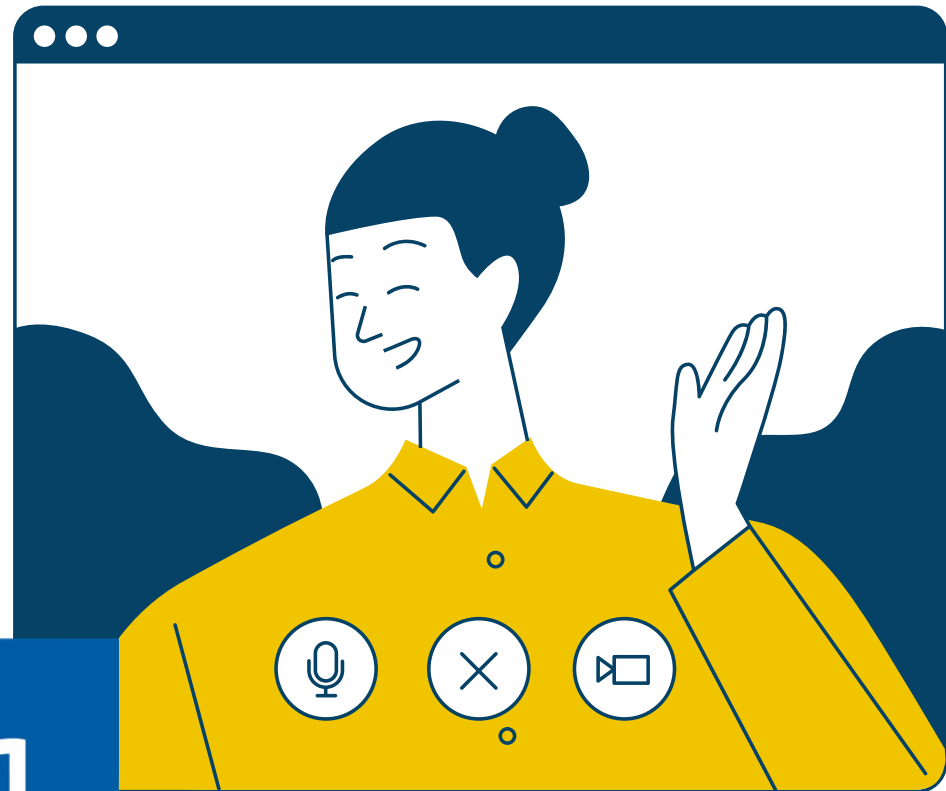
- **Use LinkedIn to browse for recent graduates from your major (for DePaul and beyond). Or find peers who interned at employers that interest you. Look for insightful career experiences and trajectories.**

**Some of the knowledge you will gain includes:**

- **Employer Targets**
- **Internship Programs**
- **Job Titles**



# WHAT CAN THE CAREER CENTER DO FOR YOU?



- [Drop-In Career Coaching](#) (no appointment necessary!)
- [Virtual Appointments](#) with Career Community Advisors
- [Email Resume Review](#)
- Access a [Career Library](#) of 50+ Handouts and Videos
- Search for opportunities on [Handshake](#), our careers platform
- Network with Alumni on (ASK) or [Alumni Sharing Knowledge](#)

[careercenter.depaul.edu](https://careercenter.depaul.edu)

# SKILLS LABS!



Join us for our weekly 30 minute skills-based sessions. Anyone who RSVPs on Handshake will get a recording of the session with supplemental materials!

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*5 Free*  
**ONLINE  
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**FOR  
SCIENTISTS**



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PRESENTATIONS**



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MANAGEMENT**



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**SURVEY  
DESIGN**



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AND CONSULTING



*Know Your Worth!*  
**SALARY  
NEGOTIATION**



SKILLS LAB



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**GRANT  
WRITING**



SKILLS LAB



*intro to...*  
**DESIGN  
THINKING**



SKILLS LAB

TECHNOLOGY AND DESIGN



*Agile*  
**PROJECT  
MANAGEMENT**



# CAREER WORKSHOPS

These 45-minute workshops offer tactical advice for every stage of your career journey! Anyone who RSVPs on Handshake will get a recording of the session with supplemental materials!

CAREER TOOLKIT: 

**MAPPING  
YOUR  
CAREER  
OPTIONS**



CAREER TOOLKIT: 

**MASTER THE  
INTERVIEW**



CAREER TOOLKIT: 

**TAILORING  
YOUR  
RESUME  
AND COVER  
LETTER**



RSVP on [Handshake!](#)

# JOIN A CAREER COMMUNITY!

**JOIN**  
**NOW!**

Opt into a Career Community to receive exclusive email alerts, targeted job & internship postings, tailored industry resources, career advising, and more.

Regardless of your chosen major, you can explore multiple Career Communities and attend events across all industries – you'll develop a great network for future opportunities and learn about a variety of career paths.

- Exploring Careers & Interests
- Business, Entrepreneurship & Consulting
- Education, Nonprofit & Government
- Health Care & Science
- Media, Communication, Arts & Entertainment
- Technology & Design

# INTERNSHIP PLUS

The Internship Plus program was established to support DePaul University students participating in unpaid internships that demonstrate financial need. This program awards up to \$2500 in financial assistance to eligible undergraduate students working in a quarter-long unpaid internship.

## PRO TIP:

*You can approach an employer (especially a non-profit you're passionate about) and tell them you're applying for internship funding, and ask them if they are willing to host you - should you receive funding.*

*This is what we call a "create your own internship" opportunity!*



## APPLICATIONS OPEN

- January 25, 2021

## APPLICATIONS DUE

- February 28, 2021

Find more information [HERE!](#)

# CAREER LIBRARY

The DePaul Career Center recently created a library of 50+ handouts and 14 two-minute videos focused on every career readiness topic, ranging from resume basics to exploration to building your brand!

## INFORMATIONAL INTERVIEWS

Informational interviews are a low-pressure, highly productive way to learn about a field, get career advice, build your network and hone your interviewing skills. Reach out! It's easy and fun.

Informational interviews are an opportunity for you to talk with professionals about their career path, profession, organization and industry. These conversations can take place via phone or email, but it's much more fruitful when conducted in person.

Follow these simple steps to get started:



### Step 1

#### LOCATE THE PEOPLE YOU WANT TO MEET

Search for emerging, mid-career and established professionals in roles or organizations that interest you. Recent graduates that are emerging in their careers have first hand knowledge about existing pathways. Mid-level and advanced professionals have large networks and can share their views about how industries are changing.

- Definitely consider targeting DePaul alumni. They are often the most open to speaking with students and recent graduates of their alma mater.
- If you're still in school, DePaul faculty are an excellent place to start—ask your professors if they know of any contacts in your field of interest.
- DePaul's ASK (Alumni Sharing Knowledge) network and LinkedIn are excellent places to find professionals whose pathways align with your passions.
- Don't be afraid to be bold—is there a well-known person in your field of interest whose perspective would be helpful, interesting or inspiring? Reach out to them! You have nothing to lose and much to gain—the worst that could happen is you get a "no."

## GRADUATE SCHOOL 101

In many fields, earning a graduate degree or certificate is a benefit and competitive advantage. In some, it's necessary for advancement.

Getting accepted into your preferred program requires research, differentiation and extreme project management skills. Here are some tips:



### Selecting the right institution and program

Chances are, you'll want to apply to multiple programs to maximize your options. Which are the right ones? There are a number of factors to consider.

- 1 Faculty** Your relationship with faculty will be a huge factor in the educational experience. Learn the names, departmental positions and academic credentials of the professor or professors you'd be working with.
- 2 Resources** Research can require significant out-of-pocket costs. Find out if there are resources available at the institution that can reduce these costs.
- 3 Community/Location** Take a look at the on-campus and off-campus communities. Is the on-campus culture—faculty access, social life, etc.—what you're looking for? Does the local area have the amenities you want and need? Is it in a city or a small college town? Does the program offer online courses? How would these factors contribute to your quality of life?
- 4 Cost/Funding** The tuition and fees will be an obvious consideration, but you should also take into account living expenses, which can vary widely by region. What sort of stipends and funding programs are available? What are the work requirements?
- 5 Career Outcomes** What are the career outcomes for program alumni and how does the program support students and alumni in professional development?

## PERSONAL IDENTITY AND YOUR BRAND

Your identity, whether based on your gender, sexual orientation, ethnicity, culture, faith, or another element of your background, is fundamental to who you are. Deciding when and/or how to integrate your identity into your brand and job search can be a meaningful part of navigating your professional life.



In the Career Center, we often work with students and alumni who ask about the risks and benefits of sharing personal details about their identities. Whether it's a recent alum who is non-binary, or a single mother who returned to school to complete her degree after spending years caring for her children, every individual has the power to shape a specific and compelling authentic professional identity that includes (or does not include) personal information.

While we understand that identities are intersecting and not binary, below are some general tips that we hope are helpful in navigating discussions around career development.

### Connect who you are to what you do.

If your identity or background links to why you have selected a career path or professional interest, you can differentiate yourself from other applicants with a "why statement," which illustrates your personal commitment to that role or career. For example, in a cover letter, you might include a statement like this:

*"As a first generation college student navigating the opaque space of higher education without the insights of parents or a network of college-educated adults, I am passionate about providing support to under-resourced students, helping them succeed academically and thrive socially."*

*"I am particularly interested in this role because I recently returned to college to complete my degree in Health Sciences after providing care for my disabled sister for five years. This experience taught me the value of a holistic approach to caregiving, and I am eager to use these skills to enhance the patient experience at Good Samaritan."*

## DRESS FOR SUCCESS

You never get a second chance to make a first impression. That's why it's important to put careful thought into how you dress for job interviews and meetings with business contacts.



It's all part of your personal brand. It's the package you present—your qualifications, your preparation and, yes, your style—when you meet someone who can help advance your career. You know you're a person with great potential. Follow these simple guidelines to make sure you look the part!

### General Guidelines

- Dress codes in the workplace have relaxed considerably in recent years, which can make it tougher, not easier, to decide what to wear. While it's definitely better to over-dress than under-dress, looking too formal for an interview can suggest that you're not a good fit for the culture. That said, here are some general guidelines:
- Clothes should be in good condition, fit correctly, and be clean and lint free
- Wear dress shoes that are comfortable and clean
- Hair should be well groomed
- Fragrance—a light touch is better
- Bring essentials only—a professional bag, briefcase or portfolio
- Cellphone off

### HOW TO RESEARCH EMPLOYER DRESS CODES

If you have an interview or it's your first day and you're unsure what to wear, here are a couple of ways to get an idea of what staff wears on an everyday basis.

✓ **Check out their social media accounts** Many employers post images of employees at work or at business functions. Look for everyday-type images (not dressy corporate events) to get a sense of the culture. Be sure to look for staff in functions similar to yours, as some teams' dress codes vary.

✓ **Call the hiring manager or HR department** You can ask explicit questions about an employer's dress code. Questions like: "How formal is the dress code?" or "Do most interviewees wear a suit?"

## WORKING REMOTELY: THE BASICS

Working from home is common now, and with the pandemic, it's even more so. The number of remote roles has increased by 173 percent since 2005, and most experts expect this trend to accelerate. This is the future of work.



Here are a few tips to help you ensure that working remotely is productive and successful:

### Set up your workspace for success.

Whether it's a home office, a commercial co-working space, or a table in a coffee house, your workspace has a lot to do with your effectiveness. Make sure your space:

- Is comfortable and ergonomically sound
- Is quiet and able to accommodate phone conversations or video conferencing without distractions
- Gives you room to move around—cramped quarters can increase fatigue!

### Get the right equipment.

Make sure you have the right tools and technology to do your job well:

- A computer with a camera.
- A reliable internet connection—nothing is more disruptive to a video meeting than a connection that drops.
- Remote-work software
- LinkedIn Learning is an excellent source for technology tutorials and tips, including entire courses, to support remote-work success.

#### SOFTWARE SUGGESTIONS

**Video conferencing/screen sharing:** Zoom, Skype, GoToMeeting, JoinMe or others

**Communication:** Slack or others

**Project Management:** Asana, Trello, Mondays

**Cloud Computing/team sharing:** Basecamp, Google Drive, Microsoft Teams, Box

Check it out here: [go.depaul.edu/careerlibrary](https://go.depaul.edu/careerlibrary)



**Thank You!**

