

Bachelor of Science in Integrated Healthcare Studies Career Development Checklist

JUNIOR YEAR

- Create a [Handshake](#) account.
 - You will use Handshake to schedule appointments with a career coach and to search for potential employers/internships. It is well worth your time to make an account!
- Schedule a [career coaching appointment](#). You can use your career coaching appointment to help you find out what types of environment you would like to work in-post graduation.
- Identify a population/s you would like to work with. We can optimize your class choices to register you for relevant courses to help you gain experience with specific populations. You may also be able to earn a relevant [minor or certificate](#).
- Meet with your [academic advisor](#) to ensure you are on track to graduate. Be sure to let your academic advisor know which semester you plan to graduate.
- Get experience outside of the classroom through student employment, a student organization or a volunteering organization.
- Attend the “Work that Matters” Non-Profit and Service Fair in the fall. At this fair you will be able to connect with employers from non-profit and service organizations. Some of these may have a healthcare focus. You may be able to find part-time, or summer opportunities at this event as well.
- Consider meeting with faculty or the [program chair](#) outside of class. You may need references and letters of recommendation from faculty for graduate school or job applications. Now is the time to start cultivating those relationships.
- Create a [LinkedIn](#) profile to research career paths and expand your network.
- Attend the Grad School Fair to explore opportunities to continue your studies post-graduation.
- Complete a summer internship or job shadowing. An internship or job shadowing experience can help you find your passion, get a great reference and show your dedication to your chosen field.

SENIOR YEAR

- Complete the [Professional Leadership Certificate](#) through the Career and Leadership Development Center. This certificate not only looks great on your resume, but will help you learn networking skills, how to perfect your resume and cover letter and how to begin your job search. You will also complete a mock interview to strengthen your communication skills and prepare for the real thing. This is a must!
- Attend the Fall and Spring CLDC Job Fairs to network with employers in your field of interest. While some employers attend both fairs, Healthcare providers often attend only one or the other.
- Research companies of interest, salary information and geographic areas of interest using Career Tools: <https://ohiouniversitycareertools.campuscareerinnovations.com/>
- Begin researching jobs and applying for jobs well before graduation (at least 3-4 months).

