

## 4 Years to Career Success Hospitality & Tourism Management and Consumer Science

### First Year - Explore: What do I want to do?

- Initial career research, complete the [myCareer Plan](#) activity during STAR/VSTAR:
  - Interview An Expert
  - Career Investigation
  - Career Time Travel
- Take HTM 10100/CSR 10000 to assist you in exploring your career goals, interests, values and skills and develop your resume that includes college information.
- Develop 4 year graduation plan
  - Understand pre-requisites and sequencing of courses.
- Assess your online brand. (What impression do you give to a potential employer?)
  - Revise/clean up your social media platforms. Use [Diligence Lab](#)
  - Create LinkedIn profile
- Get involved...one personal and one professional organization
  - Join one [on campus club or organization](#) based on your interest or an activity you enjoy
  - Join one professional based organization that is relevant to your career interests or goals
- Explore career opportunities:
  - Use the resources offered by the [Center for Career Opportunities, or CCO](#)
    - Set up your myCCO account
  - Utilize drop-in hours, quick chats, or schedule appointment for assistance with resume, interview skills, and other career and job search issues.
  - Attend [CCO workshops](#)
  - Attend a [career fair](#) to become familiar with the process, observe interactions between employers/students; meet one or two employers
  - Attend company sponsored and/or professional development events offered at the university and within your academic unit.
  - Over the summer find a job or volunteer experience that relates to your career interests and/or allows you to develop needed skills

## Second Year Decide: What can I do?

- Assess 4 graduation plan and make adjustments as needed:
  - Research Study Abroad experiences and discuss with your academic advisor where/how to include.
  - Look for special topics courses in specialty areas of interest/career related, or consider adding a [minor](#) or [certificate](#).
  - Internship minimum required: CSR Majors – 1 internship; HTM major – 2 internships (complete 1<sup>st</sup> internship in summer)
  - Consider if graduate school is an option or a plan:
    - Familiarize yourself with the checklist for entry into a graduate program.
    - Consider participating in a research activity.
    - Attend undergraduate research symposium.
  - Take a professional development course (CSR 20000, MGMT 29500, ENTR 46000)
- Continue to develop, review and update professional profile as needed:
  - Review your career goals and re-evaluate your interests, values and skills based on courses taken and summer experiences. Discuss with your advisor, a faculty member, mentor, or a CCO career coach to update your career plan.
  - Identify career goals for year two and inform your academic advisor.
  - Evaluate your social media accounts
  - Attend/Engage a career fair; talk with recruiters to gain experience in the setting
  - Update your resume and LinkedIn account; critiqued by a career services professional ([HTM/CSR Career Center](#), [CCO](#))
  - Upload most current resume into [myCCO account](#)
  - [Research](#) companies and industry based groups/affiliations for career interest areas
  - Job shadow (i.e., AGEC 33100 (CSR students); HTM/CSR alumni, personal network
  - Informational interviews
- Seek out leadership opportunities in student organizations or student branches of professional organizations. Consider/expand involvement in HHS College and/or university wide organizations
  - [HHS Ambassadors](#), [HHS Success Mentors Program](#), [HHS Student Council](#)
  - [Old Master's Program](#), [Purdue Student Government](#), [Purdue Student Union Board](#), [Admissions Ambassador](#)

**Third Year/Next Step Recommendations:** Experience: How do I need to develop myself further?

- Reassess 4 year graduation plan and make adjustments as needed:
  - Study [Abroad](#) experience and discuss your decision with your academic advisor where/how to include.
    - Consider an international internship/study abroad
  - Review specialty areas of interest/career related to ensure on track to complete selected [minor](#) or [certificate](#)
  - Completed Internship Minimum Required:
    - CSR Majors – 1 internship; Minimum 140 work hours, supervised
    - HTM major – 2 internships; Minimum 320 work hours in paid status. Complete 2<sup>nd</sup> internship during summer.
  - Consider post-graduation plans:
    - Entry level position
    - Graduate school
    - Engage in a research activity
    - Begin to prep for GMAT, GRE, or LSAT
    - Continue professional develop, internship, work in related industry
- Continue your professional development and update professional profile as needed:
  - Update your resume – have it critiqued. Upload revised resume to [myCCO](#)
  - Update your [LinkedIn](#) profile and actively engage by posting and sharing professional, industry relevant articles, commenting on others posts, and follow companies that you are interested in working for as an intern or full-time.
  - Attend career fairs (face-to-face and/or virtual). Check the [CCO Calendar](#)
  - Further develop and increase involvement to obtain a senior leadership position within campus based, community focused, and/or professional organizations. Ex. [Community Standards Boards](#)
  - Strengthen networking skills by attending college/units/campus professional development opportunities related to your major or to strengthen job search skills
  - Strengthen your industry relevant skills by seeking and participating in student competitions such as sales competitions, industry case competitions/scholarships
  - Schedule and complete mock interviews before the summer
    - Schedule with CCO staff and peer consultants
    - [Big Interview](#)
    - Through academic unit when offered
    - Personal network
  - References/recommendation letters. Speak to professors with whom you have established professional relationships and/or former and current employers about recommendation letters and/or endorsements to post on your LinkedIn profile.
  - Start or continue your full-time job search using a variety of resources such as your LinkedIn, or social media connections.
  - Contact the CCO or a trusted professional to begin to understand how to negotiate positions/offers and/or salaries.

#### Fourth Year/ Final Step Recommendations

- Finalize your 4 year graduation plan
  - Review specialty areas of interest/career related to ensure completion of selected [minor](#) or [certificate](#)
  - Consider post-graduation plans
    - Entry level position
    - Graduate school
    - Research and select graduate programs
    - Engage in a research activity
    - Prepare applications
      - Schedule and complete required graduate entry exams (GMAT, GRE)
      - Prepare personal statement
      - Obtain letters of recommendation
  - Continue professional development; internship, work in related industry.
- Continue your professional development and update professional profile as needed:
  - Update your resume – have it critiqued. Upload revised resume to [myCCO](#)
  - Update your [LinkedIn](#) profile and actively engage by posting and sharing professional, industry relevant articles, commenting on others posts, and follow companies that you are interested in working for as an intern or full-time.
  - Attend career fairs (face-to-face and/or virtual). Check the [CCO Calendar](#)
  - Obtain senior leadership positions in campus based, community focused, and/or professional organizations.
  - Get more involved in mentoring or find an additional mentor
  - Expand your network by attending college/unit/campus professional development events
  - Strengthen your industry relevant skills by seeking and participating in student competitions such as sales competitions, industry case competitions/scholarships
  - Polish your interview skills by completing mock interviews
    - Schedule with CCO Staff and peer consultants
    - [Big Interview](#)
    - Through academic unit when offered.
    - Personal network
- References/recommendation letters Speak to professors and/or former and current employers about recommendation letters and [LinkedIn](#) recommendations posted on your profile.
- Finalize your full time job search using a variety of resources such as your academic advisor, professors, leads, cold-calling, [myCCO](#), family/friend contacts, [LinkedIn](#) or social media connections. [Purdue Career Research Portal](#) and industry based organizations.
- Complete [CCO First Destination Survey](#)