Below you will find activities and experiences you, as a student, can participate in to help you explore, prepare, experience, and achieve success in your major and career. Choose and participate in as many as interest you.

**Explore**

- Learn how the Pomerantz Career Center can connect you to major and career exploration resources
- Meet with a Career Coach at the Pomerantz Career Center to explore occupations in accounting and review the outcomes dashboard
- Learn about the BAIS major and connect with your UPO Academic Advisor or your Pre-Business Academic Advisor
- Explore career resources related to BAIS available on the Pomerantz Career Center website, within the BAIS Department, and the outcomes dashboard to learn about career options available
- Review the Business Analytics & Information Systems Toolkit and the to learn more about the major, curriculum and opportunities
- Enroll in the BAIS Pro Prep class to hear from professionals and learn about Information Systems vs Business Analytics tracks
- Fill out the My Preferences tab on My Career Path and explore suggested activities
- Set up an informational interview or job shadow with a professional working in a BAIS-related position
- Explore accounting student organizations related to BAIS, such as Tippie Technology and Innovation Association
- Complete your Handshake profile, explore current BAIS positions available to identify interests

**Resources to Bookmark**

- Pomerantz Career Center
- Handshake
- University Calendar
- Tippie Calendar
- UPO Office
- Career Coaches
- Tippie Career Services
- BAIS Toolkit
- Tippie Toolkit
ACTION-ORIENTED BAIS TIMELINE

Prepare

☐ Volunteer with organizations or departments where you can develop Information Systems or Business Analytics experience

☐ Create your resume using Pomerantz Career Center or VMOCK and highlight your Information Systems or Business Analytics courses and projects, and make sure you include a technical section to highlight your technology skills

☐ Have your resume reviewed by a Career Coach or Peer Career Advisor at the Pomerantz Career Center

☐ Start a LinkedIn account and create a profile; get a professional headshot at Tippie or Pomerantz Career Center, follow companies and organizations of interest with Information Systems or Business Analytics positions

☐ Consider joining a student organization related to BAIS or general business

☐ Complete your Handshake profile, upload your resume, and begin applying to jobs or internships related to BAIS

☐ Meet with a Career Coach at Pomerantz Career Center to learn how to conduct a BAIS internship search

☐ Review the Business Analytics & Information Systems Toolkit and to learn about industry and job search resources

☐ Update your My Career Path preferences and explore new suggested activities

☐ Attend student organization-sponsored job fairs and explore BAIS opportunities

☐ Attend the Tippie Tech Career Fair

☐ Attend the Fall and Spring Job and Internship Fairs sponsored by Pomerantz Career Center to learn more about prospective employers for BAIS

☐ Participate in a Mock Interview, Big Interview, or Case Coach to brush up on your interview skills

☐ Sign up for a career trek of interest through the Pomerantz Career Center

☐ Initiate a conversation with your BAIS faculty to expand your knowledge about the major, industry, and careers

☐ Be aware of events offered by the University of Iowa, Tippie College of Business, Pomerantz Career Center, and Handshake
Experience

- Complete your TIPPIE RISE REQUIREMENTS
- Participate in at least 2 of the following:
  - Information Systems or Business Analytics internship
  - BAIS case study
  - Externship/job shadow/informational interview
  - Alternative spring break
  - Employer-sponsored summer program
  - Part-time/summer job in Information Systems or Business Analytics
  - Study abroad/international volunteer or internship experience
  - BAIS research opportunity

Take advantage of additional opportunities to gain experience:

- Participate in professional development activities (i.e. Coursera or LinkedIn Learning)
- Participate in a career trek offered by the Pomerantz Career Center or your department for exploration and networking opportunities
- Work in a Student Employment job on or off campus to gain general work experience related Information Systems or Business Analytics
- Take on a leadership role or volunteer for technology responsibilities within a student organization
- Attend workshops/activities sponsored by the BAIS department
- Participate in suggested activities from My Career Path to explore additional opportunities

While you gain experience, continue with the following:

- Collect and keep samples of your work from projects or internships to create a BAIS portfolio
- Participate in Mock Interviews, Big Interview, or Case Coach to further develop your interview skills
- Write a sample cover letter focused on your Information Systems or Business Analytics knowledge, skills, and experiences
- Identify and develop your brand through tailoring your resume, cover letter, and portfolio materials
- Attend the Fall and Spring Job and Internship Fairs sponsored by Pomerantz Career Center
- Attend the Tippie Tech Career Fair
- Attend student organization-sponsored job fairs
- View undergraduate career leads to identify opportunities of interest to your career goals
- Use Handshake and other sites to search for Information Systems or Business Analytics internships/jobs
ACTION-ORIENTED BAIS TIMELINE

Achieve

☐ Plan to invest at least 10 hours a week toward your job search (average student may apply to 50+ positions)
☐ Apply for full-time Information Systems or Business Analytics jobs beginning in September – knowing the average search can take 6-9 months
☐ Create an individual job search action plan with clear targets and action steps
☐ Update your Handshake profile and use Handshake to conduct a job search
☐ Create a "saved search" or "search agent" in Handshake, tailored towards your career interest areas in BAIS
☐ View undergraduate career leads to identify opportunities of interest to your career goals
☐ Review the Business Analytics & Information Systems Toolkit to identify additional job search resources
☐ Update and tailor your resume and cover letters to highlight your Information Systems or Business Analytics experience
☐ Prepare a list of references/seek recommendations from professors and other professionals
☐ Attend Fall and Spring Job and Internship Fairs sponsored by Pomerantz Career Center and connect on LinkedIn with recruiters of employers that are of interest to you
☐ Attend student organization-sponsored fairs and networking events
☐ Attend workshops/activities sponsored by the BAIS department and seek contact information from speakers
☐ Join Information Systems or Business Analytics-related professional organizations
☐ Participate in a Mock Interview, Big Interview, or Case Coach to polish your interview skills
☐ Use Pomerantz Career Center resources to investigate salary ranges for jobs that you are considering
☐ Learn how to use other job search resources, including personal contacts and faculty leads
☐ Use LinkedIn to connect to alumni who work for companies that don't traditionally recruit through fairs or postings on campus
☐ Once an offer is received, read it carefully, ask questions of the organization's HR contact, consult with a mentor or Career Coach, negotiate any changes in writing, and respond by the deadline