ENTERPRISE LEADERSHIP
ACTION TIMELINE

EXPLORE:
- Visit the Pomerantz Career Center to learn about resources
- Make an appointment to meet with your Business and Entrepreneurship Career Advisor via MyUI to explore occupations
- Create a professional resume
- Update and complete your Handshake profile and upload your professional resume
- Explore leadership, business or entrepreneurial positions in Handshake to learn about career options
- Explore careers using the Occupational Outlook Handbook
- Create a LinkedIn profile and begin following companies and organizations of interest to you
- Conduct an informational interview with someone in business, leadership or entrepreneurial role
- Arrange a job shadow with a leadership or entrepreneurial professional over winter or spring break
- Meet with an Iowa JPEC faculty or staff member to learn about professional and entrepreneurial opportunities through Iowa JPEC
- Consider joining a student organization such as I-Envision, Enactus, Sigma Nu Tau or those related to leadership or entrepreneurship

PREPARE:
- Obtain professional skills through volunteering with area non-profit organizations where you can develop your business and leadership skills
- Update your professional resume and highlight your entrepreneurial and business courses
- Have your resume reviewed by a Career Advisor or Peer Advisor
- Enhance your LinkedIn account and make personal connections with UI alumni and professionals in organizations and industries that interest you
- Attend the Fall & Spring Job & Internship Fair to learn more about prospective employers
- Attend student organization job fairs
- Meet with your Business & Entrepreneurship Career Advisor to learn how to conduct an internship search
- Participate in a Mock Interview or Big Interview to brush up on your interview skills

EXPERIENCE:
- Participate in a business consulting/field study project or internship through Iowa JPEC
- Attend scheduled out-of-the-classroom networking and professional events, sponsored by Iowa JPEC
EXPERIENCE: (cont.)

- Participate in Iowa JPEC competitions such as the Rose Francis Elevator Pitch or IdeaStorm
- Get involved by participating in the OEI Summer Workshop, Enactus or Student Accelerator
- Attend 1 Million Cups in Iowa City to converse with entrepreneurs
- Participate in at least 2 of the following:
  - Business/Entrepreneurial Internship
  - Externship/Job Shadow
  - Alternative Spring Break
  - Employer Sponsored Summer Program
  - Part-time/Summer Job in for a small business
  - Study Abroad/International Volunteer Experience

ACHIEVE:

- Plan to invest at least 10 hours a week toward your job search
- Create an individual job search action plan with clear targets and action steps
- Update & tailor your professional resume and cover letters to the industries of choice
- Update your handshake profile and upload your revised resume
- Use Handshake to conduct a job search
- 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
- Join professional organization(s) and connect with members
- Apply for full-time jobs beginning in September
- Attend Fall/Spring Job Fair and connect on LinkedIn with recruiters of employers that are of interest to you
- Attend student organization fairs and networking events
- Attend workshops/activities sponsored by Iowa JPEC and seek contact information from speakers
- Use Glassdoor.com or Salary.com to investigate salary ranges for jobs that you are considering