Step 1 – What Are You Good At?

☐ Take an Assessment such as Career Leader ($20 discount for Haas alumni – log onto MBA CareerNet → CMG Resources → Assessments to see the discount code) and/or StrengthsFinder
☐ Complete the Strengths Exercises #1, #2, and #3 (Google Drive)
☐ Schedule an appointment with a Haas CMG Career Coach (book through MBA CareerNet) to further clarify your strengths

Step 2 – What’s Important to You?

☐ Complete the Interests Exercise (Google Drive)
☐ Complete the Values Exercise (Google Drive)
☐ Work with a Haas CMG Career Coach to review the above exercises and further clarify the things that are most important to you.

Step 3 – Explore and Experiment

☐ Work with a friend, mentor or CMG Career Coach to do the Brainstorming Career Options Exercise (Google Drive)
☐ Explore the Industries & Functions section on CMG Resources
☐ Research industries, companies or roles you are curious about
☐ Find ways to get in-person experiences with the areas you are exploring (e.g., conferences, networking events, courses, volunteer work, etc.)
☐ Conduct Informational Interviews with people in industries, companies, or roles you are curious about (refer to CMG Resources → Networking & Informational Interviewing)
☐ Work with a Haas CMG Career Coach to discuss the insights you have gained and determine what you will pursue for this next step in your career

Step 4 – Fill in the Gaps

☐ Identify the gaps between what your targeted position requires and what you currently bring to the table (see Gap Analysis handout in Google Drive)
☐ Work with a Haas CMG Career Coach to determine how you will fill in these gaps (e.g., classes, project work, volunteer work, etc.)

Step 5 – Create Your Job Search Marketing Plan

☐ Create a job search marketing plan for yourself (refer to CMG Resources → Career Tools → Marketing Plan)

Step 6 – Marketing and Selling Yourself

☐ Create a targeted resume (refer to CMG Resources → Career Tools → Resumes)
☐ Update your LinkedIn profile (make it snappy!) to reflect your new brand
☐ Prepare and practice your pitch/story
☐ Implement your marketing plan to generate interviews (networking, direct outreach, etc.)
☐ Practice interviewing with a CMG Career Coach or a friend

Step 7 – Manage the Opportunities

☐ Review Salary Negotiation resources (CMG Resources → Career Tools → Salary Negotiation)
☐ Salary research
☐ As opportunities arise, filter them through the Top 5 values you identified in Step 2 to make sure they are in alignment
☐ Prepare for and practice salary negotiations with a CMG Career Coach