

Your path to success

FOUR YEAR **CAREER** PLANNING GUIDE



جامعة قطر
QATAR UNIVERSITY

FRESHMAN (AWARENESS)

You are not expected to make career decisions during your first semester on campus.

GOALS:

- Explore/become familiar with the Career Services Center website:
www.qu.edu.qa/students/services/csc
- Become aware of career fields in relation to majors
- Begin a self exploration process: assessing values, interests, skills and motivation.
- Become aware of the Center for Career Services and its programs.
- Develop good study skills along with maintaining a high GPA.

ACTIVITIES:

- Visit the Career Services Center in Qatar University.
- Follow Career Services Center account in Twitter, Instagram and Facebook: QUCSC
- Research careers and majors in different websites and resources.
- Take a variety of classes to get an idea of different academic fields.
- Complete Tamheed online assessment tool available through the Career Services website.
- Meet with a career counselor to explore possible majors and careers that fit your interests, skills, and values after taking Tamheed assessment.
- Attend Career Services workshops and programs including Career Fair and Forum.



SOPHOMORE (EXPLORATION)

Select a major during your sophomore year.

GOALS:

- Explore career possibilities.
- Learn about occupations.
- Begin to build a personal career network.
- Investigate Experiential Learning – Cooperative Education & Internships.
- Research and clarify career options after self-assessment.
- Decide on major/career choice.

ACTIVITIES:

- Meet with faculty, advisors and/or alumni to discuss major/career options.
- Explore job shadowing "spend a day in the field" and/or field trips opportunities.
- Meet with a career counselor to discuss career options.
- Conduct informational interviews by talking with people in careers you are considering to find out what an industry, company or position is really like.
- Continue to study hard and keep on track.
- Register in Student Employment Program to get part-time jobs in University, and learn more new skills and gain valuable working experience.
- Benefit from the E-Learning Programs available to you by the career services in both (English/Arabic) in different fields and topics.
- Begin to develop your resume and cover letter.
- Attend Career Services workshops and programs including Career Fair and Forum.



JUNIOR (EXPERIENCE)

Gain experience by participating in an internship or Cooperative Education opportunity.

GOALS:

- Build job search skills.
- Gain career related experiences.
- Learn about occupations as they relate to your major or interests.
- Familiarize yourself with the online job search process.

ACTIVITIES:

- Participate in internships or career related employment.
- Maximize involvement with student clubs and organizations to further develop leadership skills.
- Join LinkedIn and begin to build your professional network.
- Continue informational interviewing – expanding your network.
- Identify professional associations related to career interests.
- Attend Career Services workshops and programs including Career Fair and Forum.
- Meet with a career counselor for help with job search, resume and career guidance.
- Continue developing your resume and cover letter.
- Explore Career Services programs for internship opportunities and obtain an internship in your chosen field.



SENIOR (CONNECT)

Connect with employers and begin your professional job search.

GOALS:

- Narrow and finalize your career choices.
- Research labor market information.
- Focus on positions and industry openings.

ACTIVITIES:

- Make an appointment with a career counselor to help plan your job search.
- Develop a refined resume, cover letter, and list of references.
- Schedule an appointment with The Career Center to prepare for interviews and gain helpful tips on what to wear, how to answer specific questions, and how to research your interviewer.
- Continue using LinkedIn to network with professionals in your field of interest, connect with alumni, and learn more about different organizations.
- Use various resources for job searching, online newspapers, professional organizations, websites, Networks.
- Complete an internship if you haven't done so.
- Attend Career Services workshops and programs including Career Fair and Forum.
- Explore Career Services web page for employment opportunities.
- Enjoy your last months on campus.



Career Development Section Career Services Center



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