

GSSW Career Planning Timeline

Time of Year	Action	Notes
Foundation Year – Fall	Make a resume	It is never too early to make a resume!! Your resume is a work in progress; make sure that you are constantly updating it with the new skills and knowledge you acquire in your MSW. Don't wait until the last minute when your memory may not serve you as well!
	Register for Pioneer Network	Access to job database (general and social work options), access to Pioneer Network a database of alumni, parents and friends of the DU community.
	Start the practice of self-assessment	While you have narrowed your interest to Social Work, there is still more work to be done! Explore your interests, skills, and values through self-assessment tools (such as the MBTI), by reading job descriptions that sound appealing, and by meeting with professionals in the field. If you are not sure what population you wish to work with, use this time to explore your options.
	Think strategically about the next two years and the skills you want and need to build	Consider options for summer (for example, volunteer opportunities) – it may seem far away but it will arrive sooner than you think.
	Attend career workshops hosted by GSSW Career Development	Visit the GSSW workshop calendar: http://www.du.edu/socialwork/currentstudents/careerworkshops.html
	Join the National Association of Social Workers (NASW)	Stay informed about trends in the field at a student discount rate (\$48)! http://www.socialworkers.org/join.asp <i>*Note: MSW students who maintain continuous membership after graduation automatically enter a 3-year transitional period with reduced dues of \$94 in years 1 and 2, and \$143 in year 3.</i>

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Foundation Year – Winter/Spring	Begin Networking	Set up informational interviews with practitioners outside of your internship site so you can get to know different people working in the social work field.
	Join NASW if you have not yet done so!	http://www.socialworkers.org/join.asp
	Continue to explore researching agencies that interest you	Follow up with contacts you made at the Field Fair in February as you decide where you would like to intern in your concentration year.

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	Begin interview process with internship sites for your second year placement	Don't forget to practice your interview skills with classmates or a career counselor!
	Meet with your academic adviser to talk about the concentration areas for your Concentration year	Consider your career goals when making these choices.
	Meet with GSSW career services	If you need guidance on clarifying your goals for summer and beyond, meet with GSSW's career development department.
	Print some business cards!	Business cards are a great way to exchange contact information at a moment's notice, such as a networking event or after an alumni panel (or on an elevator ride!) Keep it simple – Name, Degree, Graduation Date and Contact Information. Vistaprint.com is one of many websites that offers low cost business card printing. Additionally the Copy Center in the Bookstore prints cards with the DU logo. Keep it simple – Name, Degree, Graduation Date and Contact Information
	Update your resume with your most recent graduate experience	Be sure to add your foundation year internship – ask your supervisor for a job description so you have language to use. You can also add classes you have taken, if they are relevant.
	Attend the non-profit/government career fairs hosted by University Career Services (April)	This is a great opportunity to look for summer opportunities and network with professionals in your field (bring business cards and make sure you follow up).

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Concentration Year – Fall	Network, Network, Network!	Start to ramp up your networking. Meet with people in the field who are working in areas that interest you to learn from them. This kind of networking isn't about asking for a job it is about building your connections and developing your professional reputation prior to beginning your job search. Contact alumni and employers to set up informational interviews on a weekly basis
	Join the National Association of Social Workers (NASW)	If you have not already done so, join NASW and take advantage of the student discount rate (\$48)! http://www.socialworkers.org/join.asp <i>*Note: MSW students who maintain continuous membership after graduation automatically enter a 3-year transitional period with reduced dues of \$94 in years 1 and 2, and \$143 in year 3.</i>

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	Print some business cards!	Vistaprint.com is one of many websites that offers low cost business card printing. Additionally, the Copy Center in the Bookstore prints cards with the DU logo. Keep it simple – Name, Degree, Graduation Date and Contact Information.
	Review Resume	Update your resume and have it reviewed by a colleague and a career counselor. Constantly check to ensure the information you provide is accurate and up to date. Be sure you do not undersell yourself! You can attend a resume workshop and/or review information on the GSSW Student Resource Portfolio .
	Continue Networking	This is the time where you want to really grow the relationships you have made in your field of practice and work hard on developing new contacts. Did you know that 70-90% of people get jobs through networking? Keep contacting alumni and employers to set up informational interviews on a weekly basis. Don't forget to keep track of who you contacted, how you met them, and next steps.
	Continue to practice your interview skills	You can do this with a career counselor or classmate, or video yourself online with Interview Stream.
	Start looking for jobs	Start to look at job postings and see what is out there. This is a great way to get a sense of what employers are looking for and identify themes. Are there any skills or certifications that appear regularly in the jobs you want? If so, is there a way for you to get them before you graduate?

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	Join the National Association of Social Workers (NASW)	If you have not already done so, join NASW and take advantage of the student discount rate (\$48)! http://www.socialworkers.org/join.asp <i>*Note: MSW students who maintain continuous membership after graduation automatically enter a 3-year transitional period with reduced dues of \$94 in years 1 and 2, and \$143 in year 3.</i>
	Attend Workshops	GSSW and the main DU Career Center host numerous workshops throughout the year to help you prepare for the job search. These include resumes, cover letters, licensure, salary negotiation and financial planning. Watch your email and check the GSSW Career Development website for details.
	Review Resume	A few weeks before the career fair, update your resume and have it reviewed by a colleague or career counselor. Constantly check to ensure the information you provide is accurate and up to date.

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	<p>March/April: Begin applying for jobs</p>	<p>There is a benefit to applying for jobs before you graduate because your job search could take as much as six months, sometimes longer. You will get practice at crafting cover letters/resumes and interviewing skills as well as make contacts in the field.</p> <p>If you see a position that you like that requires an MSW, reach out to them to ask if you can apply prior to receiving the MSW (since it will be expected). This shows interest and initiative.</p>
	<p>Practice your interview skills Sign up for GSSW's Interview Practice Days</p>	<p>Each year in the Spring quarter, GSSW hosts a mock interview day for concentration students to get hands on practice interviewing for jobs they are interested in. There are limited spots for this opportunity so be sure to sign up quickly. Watch your DU email for additional information about how to apply.</p> <p>You can also practice interviewing with a career counselor, supervisor, or classmate, or video yourself online with Interview Stream.</p>
	<p>Apply to attend GSSW's Networking Connections Luncheon</p>	<p>This luncheon occurs immediately before the Non-Profits and Government career fair. It is designed to connect you directly with agencies seeking new employees. Watch your DU email for information on how to apply. Spots are limited!</p>
	<p>Attend the Non-Profit and Government career fair hosted by University Career Services (April)</p>	<p>This is a great opportunity to look for job opportunities and network with professionals in your field (bring copies of your resume and business cards and make sure you follow up). This event usually happens in mid to late April every year.</p>
	<p>Continue networking</p>	<p>This is the time where you want to really grow the relationships you have made in your field of practice and work hard on developing new contacts. Did you know that 70-90% of people get jobs through networking? Consider contacting alumni and employers to set up informational interviews on a weekly basis. Don't forget to keep track of who you contacted, how you met them, and next steps.</p>
	<p>Come up with a post-graduation job search/ career plan</p>	<p>Graduating without a job? Come up with a plan about how you will approach the months following graduation. Think about loan repayment/deferment, how many informational interviews you want to do, whether to get a part time job or volunteer to build skills and/or pay the bills. Being intentional and thoughtful about your financial capacity during this time is important.</p>

If you need any support throughout this process or have questions, please don't hesitate to contact:

Lisa Ingarfield, Director, GSSW Student and Career Development
 Craig Hall, Rm 369, Lisa.Ingarfield@du.edu, 303-871-3841