

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 alumni career panels hosted by GSSW and Graduate Career Services	This will allow you to network with professionals in your field, practice speaking with professionals, and learn more about different specialty areas. Visit the GSSW events calendar: http://www.du.edu/socialwork/currentstudents/careerworkshops.html http://www.du.edu/learn/graduates/workshop.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>

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
	Attend the GSSW Internship Field Fair (Feb) to determine	The field fair is a great way to research agencies and organizations you have interest in even if you do not end up

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	your second year internship (and explore agencies you might be interested in)	having an internship with them. Use this time as a means to gain information about all your career options.
	Continue to explore researching agencies that interest you	Follow up with contacts you made at the Field Fair.
	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 or Graduate Career Services	If you need guidance on clarifying your goals for summer and beyond, meet with a counselor.
	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).

Concentration Year – Fall	Regularly visit the jobs database you signed up for in your first year (Pioneer Network)	Jobs are posted frequently and while you may not be ready to apply it is helpful to see what skills and qualifications agencies are looking for.
	Update your resume	Be sure to add your current internship – ask your supervisor for a job description so you have language to use. Also, don't forget to add relevant coursework!
	Check the GSSW and Graduate Career Services workshop calendars	Attend workshops on networking, resume writing, interviewing, cover letters, and salary negotiation.

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	Make sure that your resume is up to date	Have your resume reviewed by a career counselor.
	Attend the all campus career fair	
	Practice your interview skills	You can do this with a career counselor or classmate, or video yourself online with Interview Stream.

Concentration Year – Winter/Spring	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	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.
	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 copies of your resume and business cards and make sure you follow up).
	April/May: Begin applying for jobs	There is a benefit to applying for jobs before you graduate. You will get practice at crafting cover letters/resumes and interviewing skills as well as make contacts in the field. 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.
	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? 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.
	Continue to practice your interview skills	You can do this with a career counselor or classmate, or video yourself online with Interview Stream.
	Come up with a post-graduation job search/ career plan	Graduating without a job? Come up with a plan about how you will approach the months following graduation. Think about loan re-payment/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.

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

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