

# Do you have 21?



Heading into my senior year, I had completed an internship, served as president of the Council of Business Scholars and was named among the 100 Best Business Students. These actions prepared me for the job market.

I completed three internships, was president of the Business Student Council, traveled to Italy on an Immersion and was named among the 100 Best Business Students.



I completed the Career Action Program and I networked at many events in the college. Through my contacts I found three internships and secured a job with a Fortune 500 Company.

The Center for Student Professional Development is devoted to transforming business students into business professionals and meeting the recruitment needs of employers.

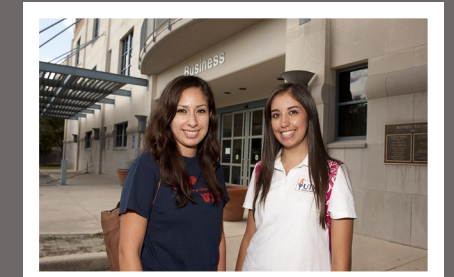
Visit us online at <http://business.utsa.edu/cspd>

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## 21 Actions

Your step-by-step guide to professional development and a successful career



# 21 ACTIONS

21 Actions is the essential set of activities, behaviors and attitudes that will give you a competitive edge on the job market. When you complete all the actions, you'll know more about industries, have excellent contacts, and you have all the "right stuff" to be an asset to a company. What are you waiting for? You've probably completed some of the items. Make a plan to complete all the actions by the time you apply for graduation. Then you'll be ready for an exciting job search in your final semester!

**1. Make school a priority. Strive to achieve a 3.0 GPA or higher.** Study more. Form study groups. Read and attend class regularly. Ask questions. Hand assignments in on time.

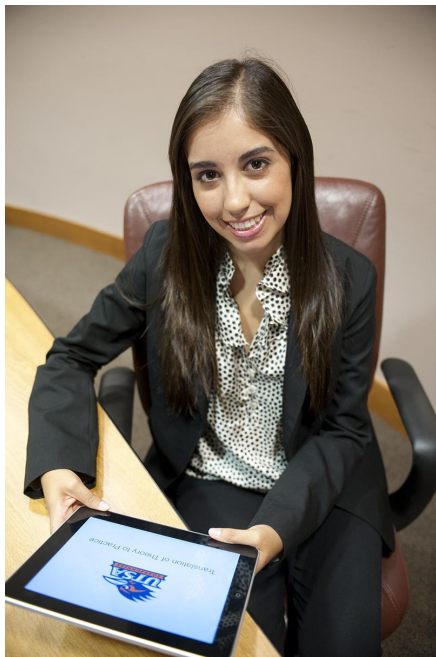
**2. Get to know your professors and other professionals.** They can serve as references, provide letters of recommendation, and introduce you to others.

**3. Meet with your academic advisor once per semester.** Advisors can save you time and money and keep you on track to graduate in 4 years (fewer for transfer students).

**4. Purchase a business suit in your freshman year.** You will be required to dress professionally for interviews and networking events.

**5. Be an active member of a student or community organization.** There are over 18 registered student organizations in the College of Business alone. Employers are looking for job candidates who are active in their community and workplace. Get involved.

**6. Become a good team player.** Improve your listening skills. Take your responsibilities seriously. Complete assigned tasks on time. Offer assistance to other team members. Be open-minded and considerate of other opinions.



**7. Prepare your resume and spend time exploring career opportunities.** There are many careers out there that you may not be aware of. Attend industry events sponsored by the CSPD! Talk with guest speakers in class and in your student organization.

**8. Seek leadership roles at work, in organizations, and in the community.** Employers are looking for leaders. Say "Yes" to new opportunities and do them well.

**9. Pursue multiple internships/employment opportunities in your field of study.** More experience in your industry makes you even more competitive. Report all your internships to the CSPD online at <http://business.utsa.edu/cspd>.

**10. Be smart with your money.** Employers may check your credit as part of the hiring process. Always pay your bills on time and refrain from accruing unnecessary debt. Remember to be a knowledgeable consumer regarding student loans. A disciplined approach to spending and credit will set you up for a secure financial future.



**11. Be a professional every day.** Manage your time well. Communicate with professionalism. Take initiative. Practice punctuality. Do more than you're asked. RSVP. Take responsibility for your actions. Be ethical. Practice professionalism through the Career Action Program (CAP), a 15-hour professional development program connected to your MGT 3003 course.

**12. Gain international experience.** Participate in a study-abroad or immersion program or be an active member of an internationally oriented organization. Consider an internship abroad. Attend International seminars.

**13. Practice business etiquette.** Practice professional business, phone, and email etiquette. Be aware of your internet profile. Greet with a firm handshake. Practice introductions.

**14. Network!** Build your professional network and meet with company representatives by attending CAP, career fairs, and industry day events. Purchase professional business cards.

**15. Practice Public Speaking.** Practice presentations, develop and know your elevator speech, and interview often.



**16. Find a mentor/Be a mentor.** A mentor is anyone who can give you good advice on moving forward in your academic or professional career. A mentor does not have to be in your field. Return the favor by mentoring someone else.

**17. Plan your job search effectively.** Review your professional contacts. Update your resume. Know your best qualities. Do several mock interviews. Research the companies and industries you are interested in. Interview with companies on-campus.

**18. Be willing to relocate for an internship or your first job.** Your experience in another market will be invaluable. You can always return!

**19. Be ready to receive the offer and to negotiate your salary and benefits.** Research the market value of the position before you interview with a company. Determine how your skills, experience and knowledge best fit within the organization. Be ready to negotiate your compensation package if necessary.

**20. Be willing to start at the bottom.** Get your foot in the door. Be a team player and work your way up.

**21. .... GRADUATE IN 4 YEARS AND GET THE JOB! .....**

