



Your Roadmap, One Checkpoint at a Time

A career roadmap for adult learners who are working, caregiving, and studying at the same time

Start where you are, not at the beginning. These checkpoints are not deadlines and they do not have to happen in order. Every move below takes about fifteen minutes, and each checkpoint names what you can do once it is finished. Doing one move is a complete success. The rest will still be here.

1 Deciding to Return

Done looks like: you know what your employer covers, and how two real people reached a job you want.

- ☐ Ask whether your employer covers tuition
- ☐ Look up one job title that interests you
- ☐ Check its typical pay on O*NET OnLine
- ☐ Find two people on LinkedIn with that title
- ☐ Write down one reason you are doing this

2 First Term

Done looks like: you can book an appointment in under a minute, and your LinkedIn says you are a student.

- ☐ Save the Career Launch appointment link
- ☐ Book a visit to start or update your resume
- ☐ Add USI to your LinkedIn profile
- ☐ See where alumni in your major work now
- ☐ Introduce yourself to one instructor

3 Building Momentum

Done looks like: your resume shows something you did this year, not only what you did before.

- ☐ Add one class project to your resume
- ☐ Find three local employers doing that work
- ☐ Connect with one classmate or instructor
- ☐ Ask a USI alum in your field for fifteen minutes
- ☐ Save one job posting that interests you

4 The Midpoint

Done looks like: you can name the gap between where you are and one job you want, and what closes it.

- ☐ Compare your resume to that saved posting
- ☐ Book a resume and LinkedIn review
- ☐ Check what that role actually requires
- ☐ Update your LinkedIn headline
- ☐ Add any certificate you have already earned

5 Final Stretch

Done looks like: your materials carry a graduation date, and you have said your own story out loud once.

- ☐ Add your expected graduation date
- ☐ Research one employer before you meet them
- ☐ Say Tell me about yourself out loud once
- ☐ Book a mock interview
- ☐ Register for one career fair or event

Talk with a Career Coordinator

(812) 464-1865

career.center@usi.edu

usi.edu/career-success

Bring a question, a job posting, or nothing at all. You do not need a finished plan to make an appointment.

Where to get help

- ✓ **Career Launch** books your appointment and searches jobs, usi-csm.symplicity.com
- ✓ **Mentor Match** connects you with a USI alumni mentor, usi.edu/alumni/mentor-match
- ✓ **Steppingblocks** shows where USI alumni work now, usi.steppingblocks.com
- ✓ **O*NET OnLine** lists duties and pay, open to anyone, onetonline.org

The first three require a USI login. Anyone can reach us by phone or email.