

**Johns Hopkins University
School of Nursing**

**Career Action Plan
Traditional Students**

Use this section to plan your career while a School of Nursing student. Remember, effective career planning is lifelong. Don't wait until the semester you plan to graduate to act upon your career goals.

Year 1 - Fall term

___ Get to know your academic advisor. Let him/her know what your interests are (remember, they may change over time), so he/she can help you network with other nursing professionals who have experience in these areas.

___ Meet with the SON career consultant to introduce yourself and learn about the resources available to you.

___ Visit the SON career resources web site at www.son.jhmi.edu/resources/career/center.

___ During your courses, explore each practice area as a potential career. What appeals to you about this area? What is not attractive to you? Why?

___ Begin to use your career binder. Include information about careers of interest, summaries of your clinical rotations, potential employers, networking contacts, etc.

___ Review the information on nursing competencies and emotional intelligence. How are you stacking up? What are your strengths? What are areas of opportunity for you?

___ Get to know your classmates. Find out about their career goals. Not only will you make some great friends, you'll also begin to develop a professional network that will grow throughout your career.

___ Join professional nursing associations such as NSNA (National Student Nurses Association) and MANS (Maryland Association of Nursing Students). Become active in SON student organizations as well. Take leadership roles.

___ Collect information on areas of nursing that appeal to you. You don't have to do much with it now, just gather it for review at another time. Be open to all possibilities. Don't limit yourself yet, you'll have time to do that later.

___ Attend the SON Career Fair to learn what's available now. You may find one or more organizations of great interest to you. You'll want to follow up with these organizations when you are ready to apply for summer externships.

___ Develop a list of potential networking contacts.

___ Begin to consider your plans for the summer. Identify what you'd like to learn. Will you stay in Baltimore or look for opportunities in another area? Do you want to pursue a summer internship or CNI position?

___ Complete a clinical rotation summary form after each rotation (section 5 of the career binder). Use this opportunity to reflect upon what you learned about yourself and that specialty.

Year 1 – Spring term

___ Meet with the SON career consultant to discuss your interests and map out a plan.

___ Draft a first version of your resume highlighting areas of expertise and interests. Have it critiqued at the Career Resource Center. Begin by visiting the SON career website. Download the resume guide and sample resumes. (<http://www.son.jhmi.edu/resources/career/center/>)

___ Draft appropriate cover letters. Visit the SON career web site for samples.

___ Identify potential summer opportunities—learn deadlines, giving yourself plenty of time to prepare and submit applications. Check out the SON on-line job listing service (<http://www.son.jhmi.edu/resources/career/studentjobs/>) and www.aftercollege.com/healthcare.

___ Search the websites of the organizations that you visited at the career fair. Learn as much as you can about summer opportunities, then contact the nurse recruiters for additional information.

___ If appropriate, complete your CNA application. For Maryland, visit: www.mbon.org. For other states, visit: <https://www.ncsbn.org/515.htm>

___ Visit the SON career resource web site to download the Interview guide. Develop responses to key questions.

___ Complete a clinical rotation summary form after each rotation (section 5). Use this opportunity to reflect upon what you learned about yourself and that specialty.

Year 2 – Fall term

___ Evaluate your summer experience. What did you learn about the nursing profession? What did you learn about yourself?

___ What are career goals that you'd like to accomplish this year. (Remember, the most effective goals are SMART – Specific, measurable, action-oriented, realistic and time-specific.)

___ Continue to excel in your coursework and clinical rotations. Begin to think about where you'd like to complete your transitions rotation.

___ Do you want to seek a CNA or CNI position this year? If so, identify opportunities of interest and meet with the SON career consultant to map out a plan. Begin this process as soon as you return.

____ Continue to build your network. Include professors, classmates, preceptors, and professionals you've met during your rotations and volunteer experiences, among others.

____ Begin to write a description of the nursing position that you would like to seek. What do you want to be sure to include? What is really important to you? Where do you want to live? What do you want to do? In what environment would you like to work? Continuously update this section in your binder (section 4) as you become clearer about your career goals. You can use this description as a benchmark for opportunities that come your way.

____ Plan to attend the SON Job Fair. Visit the SON career website for information on preparing for a job fair. Attend the Preparing for a Job Fair workshop.

____ Complete a clinical rotation summary form after each rotation (section 5). Use this opportunity to reflect upon what you learned about yourself and that specialty.

____ During Winter break, research and visit—if possible—potential employers.

Year 2 – Spring term

Congratulations!! You're almost there! This is the semester when it all begins to fall into place. Because of the good work you've done to this point, you will begin to get a clearer understanding of what you want to pursue upon graduation.

____ Write an effective resume incorporating experience you've gained from your rotations as well as other professional and volunteer activities.

____ Practice your responses to typical interview questions. Visit the SON Career resources website for more information.

____ Identify your professional references—the people who know you and your work well and would be to describe your contributions, skills, and knowledge with enthusiasm. Ask them if they would be willing to write letters of reference. Offer to meet with them and/or send your resume to refresh their memories about your interests and skills. Tell them where you are applying and the types of positions you are seeking. Be sure to send thank you notes to all your references after you have accepted a position—include information about what you will be doing.

____ Identify positions of interest and apply for them regularly. Be sure to follow-up to let hiring managers know that you are interested.

____ Schedule share days to learn more about the opportunities in which you are interested.

____ Speak to people in the field—conduct informational interviews to learn more about an area of interest.

____ Join professional organizations in your area of interest. Attend programs—get to know those working in the field.

____ Complete a clinical rotation summary form after each rotation (section 5). Use this opportunity to reflect upon what you learned about yourself and that specialty.

____Evaluate the offers that you've received and decide which is best for you based on your personal and professional goals.

Congratulations! Take time to celebrate your accomplishments.

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