CAREER PLAN FOR HOSPITALITY LEADERSHIP MAJORS

1. FRESHMAN
   KNOW YOURSELF & GATHER INFORMATION

2. SOPHOMORE
   EXPLORE & RESEARCH

3. JUNIOR
   GET INVOLVED & GET EXPERIENCE

4. SENIOR
   BUILD JOB SEARCH SKILLS & OBTAIN EMPLOYMENT
Visit the Career Center to connect with your Career Specialist Keala Murdock (kmurdoc1@depaul.edu), DPC 9500 and learn what opportunities can unfold from majoring in Hospitality Leadership.

Take the DePaul Interest Finder with Career Specialist Keala Murdock to learn how your interests align with student groups, majors, and careers.

Meet with Shelley Gibbons (sgibbons@depaul.edu), Assistant Director of Student Development for the School of Hospitality Leadership, to discuss your interests in the Hospitality Leadership program offerings and requirements.

Connect individually with Hospitality professors as often as possible. Start building relationships and learn what requirements there are for Hospitality Leadership.

Start a master copy of your resume to track jobs and accomplishments. (http://careercenter.depaul.edu/resumes/default.aspx).

Log in and browse http://depaul.joinhandshake.com, the central place for off-campus job and internship postings and Career Center events. Get familiar with the site and its offerings.

Choose part-time jobs that align with your interests and help you build skills relevant to your career goals either off-campus or on-campus (https://studentemployment.depaul.edu/).

Attend career and company presentations, as well as networking events, sponsored by the Hospitality Leadership department and Career Center.

Explore all the hospitality clubs at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/Student-Clubs.aspx and email the club most in line with your interests for more information.

Explore the Study Abroad options offered by SHL at http://studioabroad.is.depaul.edu/index.cfm?FuseAction=Programs.SimpleSearch and type in Hospitality for program name.

Explore the School’s scholarship offerings at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/Scholarships.aspx

Attend the Hospitality Career Fair on the last Friday of January - even if only to explore.

Check out the School’s Ambassador Program at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/student-ambassador-program.aspx. Great way to get involved in your school.

Classes to take Freshman year - HSP 100 (to understand the hospitality industry), HSP 1 (to prepare you in business etiquette), HSP 2 (or sophomore year), HSP 250 (Career Development class, may be taken sophomore year).

Be sure to checkout the SHL Facebook page, https://facebook.com/depaul.hospitality, often all jobs, internships, scholarships, study abroad programs, and club news gets posted there.

NOTES & NEXT STEPS SECTION:

DPC 9500 • 312.362.8437
career_center@depaul.edu • careercenter.depaul.edu

DePaul University CAREER CENTER
Reflect on your coursework and consider what you are learning about yourself and your work style.

Meet with Shelly Gibbons (sgibbons@depaul.edu), Assistant Director of Student Development for the School of Hospitality Leadership, to discuss your interests in the Hospitality Leadership program offerings and requirements.

Reflect on your Attend networking workshops through the Career Center and create a networking strategy that works for your personal needs (http://careercenter.depaul.edu/events/default.aspx).

Attend Alumni Knowledge Sharing (ASK) networking events and start informational interviews once per quarter with DePaul alumni who share your interests and align with your potential career goals. (http://ask.depaul.edu).

Attend Hospitality events and job and internship fairs through the department and career services.

Attend LinkedIn workshops through the Career Center and develop your LinkedIn account. Join groups within LinkedIn: DePaul Virtual Career Networking Lounge; Twitter: @DPUHospitality, @DePaulcareerctr; and Facebook for the latest department news. Check other social media venues to investigate what student organizations align with your interests: (http://hospitality.depaul.edu/Prospective_Students/Student_Clubs/index.asp).

Keep updating your resume and continue to build your experiences through working and volunteering.

Plan to complete at least two internships in the next two years, both for course credit and paid opportunities.

Familiarize yourself with DePaul Handshake. There you can save internship and employer searches, upload and publish your resume, and sign up for events and workshops.

If you have doubts about your career path or major, meet with your Career Specialist Keala Murdock.

If you haven’t joined one of the SHL clubs take another look. Explore Study Abroad again and make some inquiries either with Study Abroad office or with Shelley Gibbons.

Attend the Hospitality Career Fair on the last Friday of January - and explore further than you did freshman year.

If you did not take HSP 250 last year be sure to take it this year and consider taking the first Speaker Series class, HSP 301.

Explore the School’s scholarship offerings at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/Scholarships.aspx

Check out the School’s Ambassador Program at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/student-ambassador-program.aspx. Great way to get involved in your school.

NOTES & NEXT STEPS SECTION:
- Narrow down your list of career options to industries, companies, and specific titles. Start honing your 30-second “elevator speech.”

- Attend career and company presentations as well as networking events sponsored by the Hospitality Leadership department and the Career Center.

- Attend the Fall Job & Internship Fair and the January Hospitality Leadership Job & Internship Fair. Note: January through March is prime recruiting time for the Hospitality industry.

- Have your resume reviewed by your Career Specialist, Alumni Sharing Knowledge (ASK) mentors, and trusted professors.

- Increase informational interviews to three per quarter and expand beyond ASK to those in your network and within companies you are interested in.

- Start applying for internships and contact Assistant Director of Student Development for the School of Hospitality Leadership Shelley Gibbons (sgibbons@depaul.edu) in addition to utilizing DePaul Handshake (Credit Classes HSP 303, HSP 304).

- Practice your interviewing skills with InterviewStream (https://depaul.interviewstream.com/default.aspx) and with ASK Alumni, in addition to attending the Interviewing Skills workshops from the Career Center.

- Read trade publications (available in the library) to learn the language and keep on top of industry trends.

- Meet with Shelly Gibbons (sgibbons@depaul.edu), Assistant Director of Student Development for the School of Hospitality Leadership, to discuss your interests in the Hospitality Leadership program offerings and requirements.

- Time to get serious about getting your first internship and taking HSP 303. Meet with Shelley Gibbons for more information.

- Consider taking the 2nd Speaker Series class (HSP 302) and looking into HSP 3 (volunteer work, our School Ambassadors can count one of their 2 events for HSP 3).

- Explore the School's scholarship offerings at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/Scholarships.aspx

- If you haven't already, check out the School's Ambassador Program at http://driehaus.depaul.edu/departments/hospitality-leadership/student-resources/Pages/student-ambassador-program.aspx.
Meet early with Career Specialist Keala Murdock to create a job search strategy and have your resume reviewed.

Continue taking advantage of networking events, industry nights, and job fairs.

Attend the Fall Job & Internship Fair, Winter Internship Fair, and the January Hospitality Leadership Job & Internship Fair. Note: January through March is prime recruiting time for the Hospitality industry.

Continue building your professional network. Remember, building relationships is the best way to obtain a position with a company that shares your values and interests.

Start searching for jobs six months before you graduate, utilizing your network, search engines, and job fairs. Be sure to apply for positions immediately!

Attend interviewing workshops and continue doing practice interviews.

Attend the Handling Job Offers Workshop from the Career Center to learn the etiquette and nuances of accepting a job offer.

Meet with Shelley Gibbons (sgibbons@depaul.edu), Assistant Director of Student Development for the School of Hospitality Leadership, to discuss your interests in the Hospitality Leadership program offerings and requirements.

Time for that last internship and the HSP 304 class.

Speaker Series classes are a great way to meet industry so consider taking HSP 301 again.

NOTES & NEXT STEPS SECTION: