Finding an Experiential Learning (EL) internship, flex/job, gig, virtual experience, etc., can take between two and ten months. Therefore, you will want to begin the process at least a semester before you plan to do your EL program.

### STEP 1: KNOW YOURSELF
- Complete a PathwayU inventory by going to wcsu.pathwayu.com/login to learn your strengths, skills, interests and values and how they can be applied towards helping future employers.
- Research career options by having an Informational Interview, by using O*Net Online at www.onetonline.org/ or looking at your chosen industry/company websites and print materials.

### STEP 2: CONFIRM YOUR INTENTIONS
- Be aware of why you want to complete an EL opportunity.
- Speak with Debra Manenté (Manented@wcsu.edu) in the Career Success Center (CSC) about EL opportunities and the process.
- To learn more about the EL program, visit wcsu.edu/careersuccess/jobs-internships/.
- Speak with your Academic Advisor or faculty within your major to confirm the number of EL credits you should seek.

### STEP 3: PREPARE FOR YOUR SEARCH
- Email the CSC at careersuccess@wcsu.edu to request help with your résumé, or visit wcsu.edu/careersuccess/resumés.
- Develop a 30 second Elevator Pitch for when you meet with professionals at career fairs and networking events.
- Learn what is appropriate and not appropriate to wear to an interview. Visit the Clothing Closet in the CSC to pick out a free outfit.
- Have a professional sounding voicemail message for when employers call.
- Create a professional Gmail email address you can use on your résumé. It should be some form of your first and last name.
- Have a professional LinkedIn account created and check that email daily.
- Talk to and prepare three individuals who agree to be used as references. They should be people who can vouch for your professionalism and not family members.

### STEP 4: CONDUCTING YOUR SEARCH
- Attend career fairs to find opportunities and ask questions.
- Set up “job search notifications” on various job search platforms and receive daily updates on EL experiences and job opportunities that match what you seek.
- Look for, and research opportunities by visiting Handshake at wcsu.joinhandshake.com/login or wcsu.edu/careersuccess/jobs-internships/job-search-engines/.

### JOB SEARCH ENGINES:
- Handshake: wcsu.joinhandshake.com/login
- Job Search Engines: wcsu.edu/careersuccess/jobs-internships/job-search-engines/

### STEP 5: REGISTER YOUR INTERNSHIP TO RECEIVE CREDIT
- Ask friends, relatives, professors, bosses, neighbors, and anyone who might know someone looking for someone like you, if they know of any EL opportunities.
- Have a system created for how you will keep track of places in which you have applied, the people you have talked to, and how you will follow-up.
- Continue to research companies and industries and continue to meet with Debra Manenté to discuss your search progress.
- Continue to check emails regularly and respond in less than 24 hours.
- Learn interview skills at https://www.wcsu.edu/careersuccess/interviewing-101/ and practice by using Big Interview at wcsu.biginterview.com/.

### INTERVIEWING SKILLS:
- Know where you have to go for your interview and do a trial-run so you are aware of any traffic issues that might happen.
- Send a thank you note or email no more than 24 hours after the interview.
- Accept the offer and agree on a start and end date.

### STEP 6: ONCE THE EL OPPORTUNITY BEGINS
- If this experience will carry over into the next semester, don’t forget to email Debra Manenté to request more credit.