BAIS
ACTION TIMELINE

EXPLORE:

- ❑ Visit the Pomerantz Career Center to learn about resources
- ❑ Complete your Handshake Profile & upload a resume
- ❑ Make an appointment to meet with a Business & Entrepreneurship or Data & Information Technology Career Advisor on MyUI
- ❑ Enroll in the BAIS Pro Prep class to hear from professionals and learn about Information Systems vs Business Analytics tracks
- ❑ Explore student organizations related to BAIS such as Tippie Technology and Innovation Association
- ❑ Meet with a Career Advisor to explore occupations & review the outcomes dashboard
- ❑ Explore BAIS related positions in Handshake to learn about career options
- ❑ Explore careers using the Occupational Outlook Handbook
- ❑ Conduct an informational interview with someone working in an area related to Information Systems or Business Analytics
- ❑ Arrange a job shadow with a professional over winter or spring break
- ❑ Meet with faculty and staff in the BAIS department to learn about services and opportunities

PREPARE:

- ❑ Volunteer with organizations or departments where you can develop Information Systems or Business Analytics experience
- ❑ Create your resume and highlight your Information Systems or Business Analytics courses
- ❑ Have your resume reviewed by a Career Advisor or Peer Advisor
- ❑ Register for a LinkedIn account and create a profile; follow companies with Information Systems or Business Analytics positions
- ❑ Attend the Fall/Spring Job & Internship Fair to learn more about prospective employers for BAIS
- ❑ Consider joining a student organization related to BAIS or general business
- ❑ Attend the Tippie Tech Career Fair
- ❑ Meet with your Career Advisor to learn how to conduct a BAIS job search
- ❑ Participate in a Mock Interview or Big Interview to brush up on your interview skills

EXPERIENCE:

- ❑ Participate in Tippie RISE research
- ❑ Collect and keep samples of your work from projects or internships to create a BAIS portfolio

EXPERIENCE: (cont.)

- ❑ Work in a Student Employment job on or off campus to gain general work experience related Information Systems or Business Analytics
- ❑ Attend the Fall & Spring Job/Internship Fair
- ❑ Attend Tippie Tech Career Fair
- ❑ Take on a leadership role or volunteer for technology responsibilities within a student organization
- ❑ Attend workshops/activities sponsored by the BAIS department
- ❑ Use Handshake and other sites to search for Information Systems or Business Analytics internships/jobs
- ❑ Participate in a mock interview or utilize Big Interview to develop your interview skills
- ❑ Write a sample cover letter focused on your Information Systems or Business Analytics knowledge, skills and experiences
- ❑ Identify & develop your brand through tailoring your resume, cover letter and portfolio materials
- ❑ Participate in at least 2 of the following:
  - ❑ Information Systems or Business Analytics Internship
  - ❑ BAIS Case Study
  - ❑ Externship/Job Shadow
  - ❑ Alternative Spring Break
  - ❑ Employer Sponsored Summer Program
  - ❑ Part-time/Summer Job in Information Systems or Business Analytics
  - ❑ Study Abroad/International Volunteer Experience

ACHIEVE:

- ❑ Plan to invest at least 10 hours a week toward your job search
- ❑ Create an individual job search action plan with clear targets and action steps
- ❑ Update your Handshake profile use Handshake to search for jobs
- ❑ Update & tailor your resume and cover letters to highlight your Information Systems or Business Analytics experience
- ❑ Learn how to use other job search resources including personal contacts and faculty leads
- ❑ Use LinkedIn to connect to alumni who work for companies that don't traditionally recruit through fairs or postings on campus
- ❑ Join Information Systems or Business Analytics related professional organization(s)
- ❑ Apply for full-time Information Systems or Business Analytics jobs beginning in September of your senior year
- ❑ Attend Fall/Spring Job Fair and connect on LinkedIn with recruiters of employers that are of interest to you
- ❑ Attend Tippie Tech Career Fair to network with employers
- ❑ Attend workshops/activities sponsored by the BAIS department and seek contact information from speakers
- ❑ Use Glassdoor.com or Salary.com to investigate salary ranges for jobs that you are considering