

Career Services

A 4-year plan for developing your career goals

Top 3 Campus Resources to get connected:

1. Academic Advisory/Support Services
2. Campus Career Center/Internships and Service Learning
3. Financial Aid/Student Payments

Freshman Year: Awareness and Assessment

- ☐ Register with your campus Career Center for internship and job listings, on-campus interviews and other opportunities.
- ☐ Meet with a career counselor to identify career options and concerns.
- ☐ Take assessments such as Sigi3, Career Exploration Inventory, Myers Brigg, etc. to identify skills, interests, values and personality preferences in making your career decision.
- ☐ Use your undergraduate catalog or website to research majors.
- ☐ Meet with your advisor to discuss your interests and possible academic paths (majors, minors, study abroad, etc.).
- ☐ Get involved with volunteer experiences, internships or summer jobs.
- ☐ Job shadow professionals in the work force whenever possible.
- ☐ Meet with your career counselor to start building your resume and attend career and job fairs.

Sophomore Year: Exploration

- ☐ Update your resume with any summer experiences (jobs, internships, etc.) and meet with your career counselor for a review.
- ☐ Attend career fairs and gather information; apply for internships and/or part-time jobs.
- ☐ Get involved with student organizations and professional associations related to your intended career field (or, if you are undecided, to explore careers or fields you might be interested in).
- ☐ Meet with your advisor regarding your major and the requirements for fulfilling your major.
- ☐ Meet with the study abroad department to determine if an exchange program experience is right for you and your intended major (Note: Some programs, like

nursing or engineering, do not always have room built in for abroad experiences during the academic year).

Junior Year: Test Drive Careers and Gain Experience

- ☐ Work with a career counselor to refine your resume and cover letter, and develop job search and interviewing skills.
- ☐ Determine if graduate school or professional school would be required or extremely beneficial in helping you reach your career goals. (Note: Some graduate programs, such as a MBA, strongly prefer or require several years of work experience in order to apply.)
- ☐ Practice interviewing and learn about professional attire, mannerisms and overall behavior.
- ☐ Get involved in student organizations and professional associations by serving in leadership roles.
- ☐ Participate in events and work experiences that will help you build on your skill sets.
- ☐ Continue to attend career fairs.

Senior Year: Job Search and Transition

- ☐ Practice interviewing through mock interviews, either through your campus career center or with former employers/mentors.
- ☐ Create a profile on LinkedIn; make sure you have nothing inappropriate on your Facebook page or any other web-based networking sites.
- ☐ Meet with a career counselor to tailor your resume and cover letter to each position that you are interested in.
- ☐ Update your resume with internships, jobs and other related experiences.
- ☐ Apply for jobs now! You don't have to wait until graduation to apply for a full-time position.
- ☐ Attend career fairs.
- ☐ Stay connected with your campus career center.