

# Career Planning Guide

## First Year

### DEFINE:

- Utilize assessment tools to identify your interests, abilities and values
- Explore major choices; talk with faculty and students about options and opportunities
- Learn about the resources on campus available to support students; meet with the Career Counselor

### DEVELOP:

- Compose your first resume
- Participate fully in classes, build a strong foundation for your GPA
- Improve personal presentation and public speaking skills

### DO:

- Join a student organization or club
- Build rapport with faculty and staff – identify a mentor
- Build experience through volunteer work, part-time work, summer jobs, and job shadowing
- Attend Career Services events, workshops and panels

## Second Year

### DEFINE:

- Declare your major; meet with your advisor if you still have difficulty
- Determine career choices based on field of study; learn about career paths within your field
- Set-up goals for your career with appropriate bench-marks; work with Career Services to identify any road-blocks and opportunities for your career path

### DEVELOP:

- Improve interpersonal skills through information interviews, networking events, and involvement on campus
- Build your career network of mentors, peers, and professionals – meet with faculty outside the classroom, explore the Alumni Mentors network
- Construct your first portfolio; set-up a LinkedIn profile

### DO:

- Seek out leadership roles in activities, organizations, and clubs
- Investigate study abroad and internship opportunities
- Build experience through volunteer work, part-time work, summer jobs, and job shadowing; focus on opportunities within your desired field
- Attend Career Services events, workshops and panels

## Third Year

### DEFINE:

- Review your DegreeWorks for your program and plan out your remaining semesters
- Determine additional education requirements for your field; research graduate school programs; prepare for GRE, GMAT, MCAT, etc.
- Review goals and make adjustments as necessary

### DEVELOP:

- Develop your job search campaign; identify opportunities in your field; set short- and long-term goals
- Refine your resume based on your participation in organizations and clubs; seek out a resume critique from a peer, a mentor, or Career Services; practice writing a cover letter
- Continue to improve your network, request letters of recommendation and identify professional references
- Build your professional wardrobe; practice interviewing skills

### DO:

- Mentor other students
- Apply for an internship; study abroad
- Continue building experience within your desired field
- Attend Career Services events, workshops and panels

## Fourth Year

### DEFINE:

- Finalize your job search strategy
- Gather information on companies of interest; find information on salary, sample interview questions, company reviews, and organizational culture
- Structure your final year by meeting with your advisor and setting up deadlines leading up to graduation

### DEVELOP:

- Compose your elevator pitch; practice responses to common interview questions
- Learn to talk about your education, experience, and skills in a concise, professional manner
- Research job search tools; set up job alerts
- Expand your professional wardrobe

### DO:

- Start your job search early (early fall), and with the hope of interviewing in the fall/winter
- Join a professional association
- Network with alumni
- Attend career fairs both on-campus and off
- Attend Career Services events, workshops and panels
- Obtain your first job post-graduation!