

## Career Planning Guide

### First Year

- Visit the Career Office, meet with a career advisor; get familiar with the services we offer
- Get to know faculty, staff and counselors – establish a mentor
- Explore major choices – talk with other students, faculty & friends to discuss career choices & learn more about different majors
- Utilize assessment tools to identify & explore your interests, abilities and work values – this can help you choose a major
- Explore career ideas through Informational Interviews
- Get involved in campus and community activities and clubs, join at least one student organization – expand your horizons!
- Practice speaking up in class, become a leader in discussions
- Begin developing your resume
- Develop a strong GPA
- Attend Career Office events, workshops and panels – begin networking with employers
- Build experience – do volunteer work or apply for summer jobs – complete a job shadow with a local business or organization

### Second Year

- Meet with a career advisor at least once a semester
- Define career choices - utilize Choices 2012 located on computer clusters around campus
- Choose your Major – if you are still exploring majors meet with your advisor, a career advisor, faculty and mentors to discuss your options
- Explore career ideas through Informational Interviews
- Build upon your career network of mentors, peers, and professionals – meet with faculty outside the classroom, explore the Alumni Mentors network
- Take on leadership roles in campus & community activities and clubs
- Become involved in the student chapters of professional associations – contact associations for career information
- Seek out study abroad opportunities
- Create a portfolio to include documents that highlight your efforts toward meeting your career goals
- Attend Career Office events
- Do volunteer work or get a summer job/internship related to your career goals

### Third Year

- Meet with a career advisor to plan your job search campaign
- Attend Career Office events, workshops & panels.
- Get a career-related internship
- Develop a rapport with an alumni mentor
- Narrow down career options through library research, informational interviewing & networking
- Visit professionals in their workplaces
- Become a student mentor
- Research graduate schools
- Prepare for & take the GRE, LSAT, MCAT, etc.
- Meet with your advisor to make sure you are on track for completing all courses in time for your scheduled graduation date
- Study abroad
- Practice & perfect your interviewing skills – sign up for Mock Interview days
- Update your resume
- Expand your professional wardrobe
- Improve social skills by attending an Etiquette Dinner
- Check the status of your short- and long-term goals, make adjustments as needed

### Fourth Year

- Meet with a Career advisor to discuss job search tools
- Research companies of interest, gather information on realistic salary expectations and on new communities you may be moving to
- Apply for full time work
- Interview early (beginning 6 to 9 months before graduation)
- Attend career fairs
- Network with alumni, and professionals in your field of choice, with employers associated with the University, with friends, through faculty, through the Career Office, & through family members
- Join professional associations
- Apply to graduate school
- Learn to recite your strengths with the “30-second bio”, also known as the “elevator story”
- Maintain and update your Portfolio
- Prepare a cover letter
- Collect recommendations from work supervisors and faculty
- Expand your professional wardrobe
- Finalize your graduation requirements by checking with your advisor, Financial Aid, and Registrar