

# ACTION PLAN



- Schedule an appointment with Career Services to begin exploring majors/careers.
- Evaluate your interests and explore possible career paths using the Career Services' online career exploration tools.
- Explore majors through the online academic catalog, academic web pages, and interviews with faculty and current students.
- Conduct informational interviews with people working in occupations of interest to ask questions about careers while making valuable contacts.
- Take a variety of electives to explore your options.
- Get involved on campus by joining an organization.
- Gain experience and explore possible careers through part-time, summer, or volunteer jobs.
- Establish relationships with faculty to utilize for future references and networking.
- Set up your Handshake profile.
- Begin creating a resume. Visit Career Services for assistance.
- Keep a list of your accomplishments/activities.
- Develop a tentative four-year action plan.

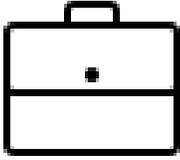
## FRESHMAN YEAR

- Still undeclared? Visit Career Services or the Student Success Center to learn about specific majors.
- Explore your interests and personality through career assessments.
- Continue exploring occupations through Career Services resources.
- Keep your Handshake profile up-to-date. Check often for events and info sessions that may interest you.
- Attend employer information sessions and lectures to talk with people in professions of interest.
- Attend career fairs to explore the variety of career options available to you.
- Gain relevant experience through work or volunteer experiences, class activities, and internships.
- Become actively involved in organizations to gain skills sought by employers.
- Attend a resume and cover letter workshop.

## SOPHOMORE YEAR



*Career Services is not only for graduating seniors! Use this checklist to help you explore majors and careers, gain valuable experience, and prepare for your future career.*



- Narrow down your career options to those of greatest interest.
- Research specific jobs and/or graduate programs through Career Services resources.
- Increase your leadership and organizational skills through active participation in organizations.
- Take the Major & Career Exploration course (ID 201).
- Create a LinkedIn profile and update your Handshake account.
- Begin serious networking with alumni and professionals in your career field; keep a record of your contacts.
- Attend career fairs with resumes in hand, making connections for summer jobs, internships, and potential full-time employment.
- Begin collecting references from professors and employers.
- Meet with Career Services to review your action plan.

**JUNIOR YEAR**

**SENIOR YEAR**

- Decide which career to pursue.
- Be aware of graduate/professional school application deadlines.
- Visit Career Services for assistance with applications and personal statements.
- Check job listings regularly on Handshake.
- Schedule a mock interview with Career Services to strengthen your interviewing skills.
- Attend various Career Services workshops to become effective in your job search.
- Attend career fairs to make contacts with potential employers and secure job interviews.
- Make sure that you have fulfilled graduation requirements by checking with your Academic Advisor or the Registrar's Office.
- Prepare for the transition from college to the working world.
- Inform Career Services of your future plans or job offers received!

