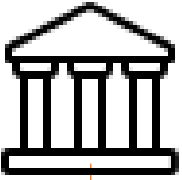


ACTION PLAN



- Schedule an appointment with Career Development to begin exploring majors/careers.
- Evaluate your interests and explore possible career paths using the Career Development's 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 CareerShift profile.
- Begin creating a résumé. Visit Career Development for assistance.
- Keep a list of your accomplishments/activities.
- Develop a tentative four-year action plan.

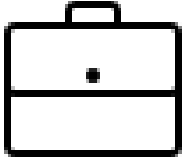
FRESHMAN YEAR

- Still undeclared? Visit Career Development in the Student Success Center to learn about specific majors.
- Explore your interests and personality through career assessments.
- Continue exploring occupations through Career Development resources.
- Keep your CareerShift 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 résumé and cover letter workshop.

SOPHOMORE YEAR



Career Development 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 Development resources.
- Increase your leadership and organizational skills through active participation in organizations.
- Take the Career & Professional Development course (ID 318).
- Create a LinkedIn profile and update your CareerShift account.
- Begin serious networking with alumni and professionals in your career field; keep a record of your contacts.
- Attend career fairs with résumés in hand, making connections for summer jobs, internships, and potential full-time employment.
- Begin collecting references from professors and employers.
- Meet with Career Development to review your action plan.

JUNIOR YEAR

SENIOR YEAR

- Decide which career to pursue.
- Be aware of graduate/professional school application deadlines.
- Visit Career Development for assistance with applications and personal statements.
- Check job listings regularly on CareerShift.
- Schedule a mock interview with Career Development to strengthen your interviewing skills.
- Attend various Career Development 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 Development of your employee/academic plans or job offers received!

