

FRESHMAN

READY

Orient yourself to college.

- Fully participate in your GS 1181 course.
- Identify academic and student services support programs.
- Make study commitments.

Explore majors, minors and careers and learn how to match them to your interests, personality, skills and work values.

Meet with a Career Coach to discuss:

- Majors/minors
- Career goals
- Your YouScience results and/or taking a career assessment

Get involved!

- Join a student organization.
- Complete your profile on Handshake (job platform) and search job postings.
- Obtain a part-time job.
- Volunteer for service projects.

Create a résumé or edit yours to be “college level.”

- Visit the Career Development website for résumé-writing tips and tools.
- Upload your résumé to Handshake and edit your notifications.

Attend Career Fairs to:

- Start building your network.
- Learn about careers and employers in your field/major.

SOPHOMORE

EXPLORE

Meet with a Career Coach to discuss:

- Your major and experiential education opportunities
- Establishing a career plan
- Finding occupational information

Talk with faculty and experts in your field(s) of interest.

- Enhance your network and gain valuable insights.
- Enroll in a REAL course.
- Determine if additional education will be required.

“REAL-ity test” your options:

- Internships/externships
 - Job shadowing and/or volunteering
 - Part-time employment
- Then find postings on Handshake and set up alerts.

Build onto your résumé.

- Find top resources in Handshake’s Career Center resources.
- Meet with a Career Coach for improvement tips.
- Upload new résumé to Handshake.

Attend Career Fairs to:

- Expand your network.
 - Gain information about a summer and/or junior-year internship.
 - Find out what skills employers seek.
- Prep by watching CandidCareer videos: Career Fairs, Elevator Pitch, Dress for Success

Get serious about social media.

- Google yourself.
- Tighten up your social media.
- Create a LinkedIn account.

JUNIOR

APPLY

Reassess your career goals, develop your Plan B option, and register for a REAL course.

Gain valuable experience.

- Seek leadership positions in organizations.
- Establish goals for a summer and/or senior-year internship.
- Use Handshake to identify opportunities.

Use Career Development services:

- Résumé critiques
- Mock interviews
- Participation in events
- Free head shots, résumé paper and Career Closet

Research graduate or professional schools.

- Check for admission test(s).
- Determine your references.
- Note application deadlines.

Continue to fine-tune your résumé and job-search skills.

- Check out the CandidCareer videos on the Career Development website.
- Swing by for advice and critiques.
- Strengthen your Handshake profile with a robust Skills section and updated résumé.

Attend Career Fairs to:

- Dress smart and market yourself.
- Ask good questions and get feedback on your résumé.

SENIOR

LAUNCH

Shift your job search into high gear.

- Follow companies on Handshake and attend their virtual events.
- Engage in professional networking.
- Chat with faculty/mentors.
- Fully utilize Career Development services.

Narrow your graduate/professional school choices.

- Take admission test(s).
- Request recommendation letters.
- Submit applications for admission, scholarships and assistantships.

Attend Career Fairs to:

- Identify and target employment opportunities.
- Get “the scoop” on interview and hiring processes.
- Refine your job-search skills.

Polish your professional image.

- Update your Handshake profile and start applying for jobs.
- Purchase professional attire.
- Fine-tune your social media and LinkedIn profiles.

Harness the power of networking.

- Attend information sessions and events.
- Join professional organizations. (Student rates are cheaper!)
- Utilize social media (LinkedIn, Facebook).
- Consult with faculty, family and friends.

Miscellaneous

- Take full advantage of capstone and/or REAL course(s).
- Continue gaining experience.
- Complete the First Destination Survey.