

Career Planning Time Line

Freshman- Awareness

Questions to ask:

- How do I discover my interests, values, and abilities?
- What majors should I be considering?
- What should I gain from my college experience?

Things to think about

As with many other students your concerns about choosing a major and career may be just beginning. You can, however, begin to be responsible for your future by planning how you will involve yourself in various courses and engage in experiences and by exploring career ideas with a career counselor and your advisor.

Things to do

1. Think of college as preparation for life. The decisions you make now will influence your future.
2. Make a tentative career choice.
3. Consider joining at least one student organization. This will allow you to begin to develop skills employers value.
4. Visit the Office of Career Services. Find out about the services and resources available which will enable you to make your plans.
5. Use the Career Library to gather information.
6. Start developing your resume.

Sophomore- Exploration

Questions to ask:

- Which major is best for me?
- How do I plan an education that is valuable and marketable?

Things to think about

If you have not already done so, you may want to declare a major at this point. You can obtain information you need to make this important decision by meeting with your advisor, faculty, and a career counselor. You might also want to consider experiential educational opportunities through co-ops, internships, volunteer work, and part-time jobs (using the Hire-a-Shocker system).

Things to do

1. Talk with a career counselor and complete any assessments that help confirm your choice of major and or career.
2. Use the Career Library or online resources to learn more about the careers and majors you are considering narrowing your options.
3. Explore potential work related experience opportunities through internships, co-ops, job shadowing, and volunteering.
4. Obtain transferrable skills through careful elective selection.
5. Continue developing your resume.
6. Begin networking and collecting information about companies that interest- attend career fair.

Junior- Planning

Questions to ask:

- What job opportunities are available to my major?
- When should I begin preparing for my job search?
- Is graduate study for me?

Things to think about

Before you know it graduation will be upon you. It's not too early to identify and gather information about employers or graduate programs of interest. Familiarize yourself with the steps necessary for gaining meaningful employment or admission into a graduate program.

Things to do

1. Meet with a career counselor to identify resources to help you learn more about your areas of interest.
2. Join student and professional organizations related to your major or career interests.
3. Attend career fairs to meet employer recruiters.
4. Register with Cooperative Education and Work Based Learning to be eligible to participate in internship and co-op programs (depending on your program of study you may be able to begin this process earlier).
5. Revise your resume and have it critiqued by a career counselor. Learn about general business correspondence such as cover letters.

Senior- Commitment

Questions to ask:

- What skills do I have that might be beneficial to employers?
- How do I go about finding a job?
- Would I benefit from practicing my interviewing skills?

Things to think about

Graduation is near. It is time to make final decisions about career options or graduate programs. Remain in contact with Career Services for assistance with presentation skills and job openings.

Things to do

1. Develop a job search plan and strategy.
2. Attend career fairs; dress professionally and bring your final resume.
3. Practice your interviewing skills with a career counselor by scheduling a mock interview.
4. Use the career library and internet to research companies and find job postings.
5. Talk with a career counselor about the college to work transition and how you can be successful.
6. Schedule an appointment with a career counselor and discuss job search strategies.
7. Participate in on-campus interviews.