

CAREER DEVELOPMENT PROCESS

THE FOUR-YEAR PLAN

FRESHMAN YEAR

Focus: Exploring interests and expanding options.

- ❑ Establish good time management and study skills.
- ❑ Join an activity or student organization.
- ❑ Acquire computer skills by familiarizing yourself with word processing and various types of software.
- ❑ Take courses that interest you while fulfilling your academic goals.
- ❑ Visit the Career Services Center to begin researching various majors and careers.
- ❑ Utilize DISCOVER to explore what career is right for you.
- ❑ Seek a summer job to gain valuable experience.
- ❑ Identify your definition of success.

SOPHOMORE YEAR

Focus: Narrowing educational and occupational options.

- ❑ Decide on a major.
- ❑ Concentrate on maintaining a competitive GPA.
- ❑ Become a leader in student organizations.
- ❑ Register with the CSC online recruitment system.
- ❑ Gather information about internships, co-ops, and study abroad opportunities.
- ❑ Attend a workshop on resume writing skills and take advantage of resume writing services so you can begin building a professional-looking resume.
- ❑ Speak to professionals in your field of interest and set up job shadowing opportunities.

JUNIOR YEAR

Focus: Gaining career-related work experience.

- ❑ Update your resume and have it critiqued in the Career Services Center.
- ❑ Establish relationships with those professors and supervisors from whom you want recommendations.
- ❑ Continue to build practical experience through internships, related part-time jobs, and student activities.
- ❑ Create a network of contacts.
- ❑ Attend workshops and career fairs.
- ❑ Check with your academic advisor to make sure you are on track with your graduation requirements.
- ❑ Gather information on graduate school if you plan to further your education.

SENIOR YEAR

Focus: Developing job search strategies.

- ❑ Update your professional profile on the online recruitment system.
- ❑ Organize your job search and send out resumes (first semester).
- ❑ Attend workshops on interview preparation.
- ❑ Attend career fairs and sign up for on-campus interviews.
- ❑ Evaluate job offers and make decisions.
- ❑ Apply for graduate school if you plan to further your education.
- ❑ Talk with a career consultant to assist you in making the transition from college to work.
- ❑ Graduate!!!



Does your career plan need a little direction?

We'll give you a kick in the compass!