

The Four Year Plan

Career Services is here to help you throughout your entire college experience. We encourage everyone to start their interaction with our services as early as possible.

Freshman Year – Self Awareness

- ◆ Become familiar with Career Services staff and the services we offer
- ◆ Begin a self-assessment process (values, skills and interests)
- ◆ Take a career assessment available in the Career Services office
- ◆ Find a co-op/internship, part-time or summer job to develop new skills
- ◆ Become familiar with job search correspondence (résumés and cover letters)
- ◆ Develop a list of career possibilities to explore
- ◆ Register with College Central

Sophomore Year – Career Exploration

- ◆ Relate your values, skills and interests to possible future plans
- ◆ Begin career exploration: utilize the Career Services Resource Library, faculty members, parents and internet resources
- ◆ Attend the UC Career Expo (spring), SU Fairs (fall & spring) and other local job fairs to familiarize yourself with career opportunities
- ◆ Look into obtaining career-related work experience, a part-time or summer job or co-op/internship (see Career Services for help)
- ◆ Compose a résumé (see Career Services for assistance)
- ◆ Arrange an informational interview with someone in a career field of interest (Career Services can help you set this up)
- ◆ Investigate the role of graduate/professional school in your future plans
- ◆ Register with College Central, if you haven't already

Junior Year – Gain Experience

- ◆ Discuss future plans with Career Services, faculty and parents - Seek input
- ◆ Attend job fairs & other events (see Career Services for an events schedule)
- ◆ Begin developing a professional network in career fields of interest
- ◆ Participate in an internship, co-op and/or career related experience
- ◆ Gain interviewing skills (see Career Services to schedule a mock interview)

- ◆ Have your résumé and/or cover letter critiqued by Career Services
- ◆ Submit your résumé for the fall or spring résumé contest - Win \$\$\$
- ◆ Look into joining a professional career related organization
- ◆ Register with College Central - If you haven't already
- ◆ Establish a credential file in Career Services - It's free!
- ◆ If you are thinking of going to graduate/professional school:
 - ❖ Begin researching potential schools
 - ❖ Start budgeting to cover the costs of applications and admission exams
 - ❖ Learn the application requirements for each of your chosen schools
 - ❖ Apply for a Kaplan test prep scholarship (see Career Services)
 - ❖ Take graduate/professional school entrance exam(s) this summer!



Senior Year – Finalize Plans

- ◆ Meet with Career Services to:
 - ❖ Clarify your interests, skills and future plans
 - ❖ Learn job search skills and techniques and develop a job search plan
 - ❖ Gain interviewing skills (request a mock interview)
- ◆ Attend the UC Career Expo (spring), SU Fairs (fall & spring) and other local and industry specific job fairs to prospect career opportunities
- ◆ Join professional organizations and think about attending a conference
- ◆ Attend career related workshops (see Career Services for an events schedule)
- ◆ Let your professional network know you are entering the job market
 - ❖ Don't wait until graduation to start your job search - Start early!
- ◆ Open a credentials file in Career Services, if you haven't already
- ◆ Register with College Central - If you haven't already
- ◆ If your plan is to attend graduate/professional school:
 - ❖ Take graduate/professional school entrance exam(s)
 - ❖ Have Career Services and others review your graduate school essay
 - ❖ Finalize your choice of schools and file applications - Early is better!