Please use the following as your roadmap to your College Success!

**FRESHMAN YEAR**

**Adjust to College**
- Explore Your Academic Interests-Meet with your advisor/Take a Career Assessment Inventory
- Focus on exploring interests, values, and skills
- Research Career Options-Take FOCUS-2
- Get Involved-Explore extracurricular clubs and organizations; acquire leadership skills
- Acquire Marketable Skills- Develop good study skills and time management
- Secure a Summer Job/Internship
- Create your resume
- Attend Career Services Activities (Mock Interviews, Resume Development)
- Attend Career Fairs/ Information Sessions/Network with professionals in field
- Take Care of Yourself-Eat well, exercise and sleep well
- Limit employment to 10-15 hours weekly

**SOPHOMORE YEAR**

**Solidify Your Academic Plan**
- Choose your major-Meet with your Advisor
- Join career-related organizations and extracurricular clubs
- Start building a “network” of contacts
- Continue Skill Development-Take on a campus leadership role, community service project, or volunteer work
- Update your resume
- Explore Goals through Career-Related Experience-Secure an internship/research opportunity
- (Register through Career Services and/or your department to identify companies/organizations and apply early)
- Attend Career Services Activities (Check Calendar of Events)
- Keep Taking Care of Yourself!

**JUNIOR YEAR**

**Experience Career Options**
- Investigate Career-Participate in Career Mix and Mingle, talk to alumni/professionals and network
- Join professional organizations related to career and attend conferences
- Attend Career Services Events (Check Calendar of Events)
- Develop Potential References-Utilize leadership positions, faculty, supervisors, professional contacts
- Research Graduate Schools-Attend Graduate School Info Sessions
- Take practice test and attend test prep workshops for Graduate Admission Exams
- Begin to Develop Personal Statement for Grad School
- Join career-related organizations
- Update your resume (Get resume critiqued)
- Complete Career-Related Internship- Paid/Unpaid Summer/Academic Year and volunteer positions
- Get on Track to Graduate-Meet with Advisor to review academic requirements and maintain an appropriate GPA

**SENIOR YEAR**

**Transition to Life after College**
- Check out your graduation requirements
- Develop Job/Graduate School Search Strategies
- Attend the Graduate School Fair and/or Career Fairs
- Identify grad school application deadline, take graduate admission exams, complete personal statements, financial assistance
- Apply to graduate/professional school by deadline (Typically by December)
- Request letters of recommendations and schedule Graduate School Visitations
- Conduct Job Search- Update your resume, develop cover letter, develop list of possible employers
- Attend Career Services Professional Development Activities, Networking Sessions, etc.
- Participate in Mock Interviews/Sign up for On-Campus Interviews
- Establish references
- Complete Senior Credential File and report grad school enrollment and/or acquired position to Career Services

OFFICE OF CAREER SERVICES