

STAGE ONE: SELF-ASSESS

- ✓ Update resume; monitor social media accounts; meet with academic/career advisor; attend career readiness workshops, events; establish relationships with upperclassmen, faculty and administrators
- ✓ Update your LinkedIn profile with accomplishments such as Experiential Learning
- ✓ Reflect on your first-year experience. What would you do differently? What would you like to explore next related to classes, internships or career-related opportunities?
- ✓ Take "Essential Business Skills" class
- ✓ Take part in Experiential Learning opportunities
- ✓ Participate in Professional Development opportunities such as the Networking & Etiquette Dinner
- ✓ Focus on coursework within your major
- ✓ Become involved in the "N-Link Alumni Mentor Network"
- ✓ Take an active leadership role in a student organization
- ✓ If you haven't declared a major—talk with an academic advisor about course selections and meet with a Career Counselor to review major/career options

STAGE THREE: EXPERIENCE

- ✓ Monitor social media accounts; meet with academic/career advisor; attend career readiness workshops, events; establish relationships with faculty and administrators
- ✓ Update resume to ensure it effectively showcases your knowledge/education, achievements, skills and abilities
- ✓ Update your LinkedIn profile with accomplishments such as Experiential Learning
- ✓ Complete an internship
- ✓ Check in with your advisor: Are you on-track for completing graduation requirements?
- ✓ Develop a prospective list of employers and research these organizations
- ✓ Continue networking with new and former contacts
- ✓ Utilize the Career Services' CareerLink and job agent services
- ✓ Ask three people to serve as professional references, remember to give them a copy of your resume so they are familiar with your skills and qualifications
- ✓ Review and evaluate your short-term and long-term goals with your Career Counselor
- ✓ Sign up for on campus interviewing and begin job search
- ✓ Attend networking events, etiquette dinners and career readiness workshops
- ✓ Apply to graduate and/or professional schools, OR
- ✓ Apply for jobs and year-long internships and fellowships. Start early. **Don't wait until after you graduate to apply for jobs.**
- ✓ Complete the graduate Outcomes Survey to share your success

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- ✓ Monitor social media accounts; meet with academic/career advisor; attend career readiness workshops, events; establish relationships with upperclassmen, faculty and administrators
- ✓ Explore majors and career options through FOCUS Career Assessment to help you identify career options by examining your interests, values, abilities, and personality to find a major and/or profession that best suits you
- ✓ Create a LinkedIn profile; make sure it is complete and use a head shot
- ✓ Take "Career Readiness & Exploration" class
- ✓ Take a wide variety of classes to explore potential career options
- ✓ Connect with Career Services to take part in job shadowing opportunities in your area of interest
- ✓ Research potential internships and the internship process
- ✓ Begin building a professional resume, attend a resume writing workshop
- ✓ Get involved with Student Affairs and become actively involved in an organization
- ✓ Join the Future Alumni Network "FAN"

STAGE TWO: EXPLORE

- ✓ Update resume; monitor social media accounts; meet with academic/career advisor; attend career readiness workshops, events; establish relationships with upperclassmen, faculty and administrators
- ✓ Maintain your grades. The classes will become more difficult, so continue your focus on succeeding in your studies
- ✓ Update your LinkedIn profile with accomplishments such as Experiential Learning
- ✓ Practice interviewing skills with Career Services
- ✓ Attend alumni-sponsored events to establish important connections for after graduation
- ✓ Learn how to market yourself and join a professional organization associated with your related major or career interest
- ✓ Begin to build a professional wardrobe for interviews
- ✓ Consider actively participating in an internship; participate in either a for-credit or non-credit internship
- ✓ Review and evaluate your short-term and long-term career goals with your Career Counselor

STAGE FOUR: TRANSITION



STUDENT CAREER PLAN

