



## THE CAREER PLANNING PROCESS

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### FRESHMAN YEAR

- Begin the self-assessment process. Consider your interests, values, skills, and motivations.
- Use the SIGI Plus Career Assessment program in the Career Services Center.
- Register with the Career Services Center.
- Start to explore various careers. Acquaint yourself with the materials in the Career Resource Library.
- Identify potential majors that relate to your interests and abilities; discuss them with your Career Counselor.
- Formulate a skills development plan.
- Visit the Career Services Center to explore part-time and summer jobs, internships or to investigate volunteer opportunities that could provide you with exposure to work settings and job functions that could be useful to you in the future.
- Identify and participate in campus and community activities.

### Sophomore Year

- Become involved in student organizations, volunteer work, and/or part-time employment to develop new skills and interests.
- Meet with a Career Counselor to discuss your skills, values, and interest, and relate this to your choice of a major and future career options.
- Choose and declare your major and plan your curriculum with the assistance of an Academic Advisor.
- Investigate internships or co-op opportunities through the Career Services Center or check with your academic department.
- Begin to attend career information seminars and employer presentations.
- Explore the academic and practical requirements for entering the profession of your choice.
- Establish relationships with faculty members, administrators, and Career Counselors.
- Write a resume.

- Obtain a summer job or internship related to your potential field of interest.

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### Junior Year

- Select elective courses that will broaden your academic foundation and expand your employment opportunities.
- Join campus and community organizations to develop your leadership and teamwork skills.
- Begin to research programs and entrance requirements if graduate school is in your future.
- Attend the Graduate/Professional School Fair.
- Narrow career alternatives, using SIGI (System of Interactive Guidance and Information), and meet with a Career Counselor who can assist you in the career decision-making process.
- Research key organizations, industries, corporations, and businesses through resources in the Career Resource Library.
- Attend Career Development Workshops: Attend all job fairs.
- Conduct informational interviews.
- Obtain a career-related internship and reality-test your values, skills, and interest.
- Continue to increase your abilities through meaningful extracurricular activities, internships, co-ops, work, and volunteer experiences.
- Consult with your advisor to ensure you are on track for graduation

### Senior Year

- Organize your job search early.
- Become proficient in writing targeted resumes and cover letters.
- Have your resume critiqued by a Career Counselor.
- Develop a list of at least 25 employers that you will proactively research and submit resumes for employment.
- Attend career development, interviewing, and job-search workshops.
- Use the Career Resource Library to identify employment opportunities, company literature, and salary information.
- Register for on-campus interviewing.
- Review job listings on Eagle Recruiting or on the Internet.

- Attend career fairs to make contact with employers and to learn more about various career fields.
- Network with professionals and alumni in your field about your job search techniques and opportunities.
- Ask for Letters of Recommendation (At least three)
- Continue to meet with your Career Counselor on a regular basis.
- Be sure you have fulfilled all requirements for graduation.
- Focus on the position you want, and go for it!
- Receive several JOB OFFERS.
- Talk with a Career Counselor and learn techniques for “Negotiating a Salary”.
- GRADUATE WITH YOUR “DREAM JOB” lined up.

