

Career Planning Timeline

FRESHMAN – DISCOVER

Goal: Make choices aimed at moving closer to the final goal – a productive career.

- Improve your GPA
- Meet with professors, advisors, and career advisors
- Expand your extracurricular activities and develop your transferable skills
- Participate in lectures, performances, exhibits, and other cultural events
- Consider volunteer, part-time, or summer positions
- Visit the Career Development website and explore their resources
- Take a skills inventory assessment
- Take inventory of your online presence
- Build a LinkedIn account and begin to link to career professionals

SOPHOMORE – EXPLORE

Goal: Take time to explore areas of interest and begin taking steps to prepare yourself for an internship.

- Build or update your resume and have it reviewed
- Upload your resume to Career Gear
- Use LinkedIn to build a networking list of professional contacts
- Continue exploring different career paths related to interests identified
- Take interesting electives
- Take introductory courses in your major or choose exploratory courses
- Run for office or chair a committee
- Participate in career-related experiences
- Shadow a professional from a career path you are considering
- Meet with a faculty member in each of the schools you have identified as a tentative major
- Schedule a practice interview and attend career fairs

JUNIOR – PREPARE

Goal: Polish the skills you'll need when you begin your career search next year. Set your goals and make a plan to accomplish these goals.

- Join a new club or run for office
- Prioritize your participation to services involving job/internship search skills and development
- Learn how to work a career fair and develop your brand
- Research and identify the companies and organizations for which you might like to work
- Prioritize hands-on experience in your chosen field of study
- Establish working relationships with potential references
- Polish your written business communication skills
- Purchase at least one business professional and one business casual outfit
- Start networking with professionals in your field of interest
- Begin working towards professional designations or licenses connected to your chosen profession

SENIOR – ACHIEVE

Goal: Work on your job search as diligently as you work on completing your academic coursework. Your future is happening now, so make sure you prioritize career related activities.

- Begin your job search in the beginning of the semester before you graduate
- Review and update your resume regularly
- Prepare a list of references
- Ask the professors you identified last year to write a letter of reference for you
- Prior to an interview research the company and be able to state clearly why you are interested
- Continue working on your interviewing skills
- Further investigate career choices and current job market availability
- Schedule an appointment with a career advisor
- Attend job fairs, trade shows, and career conferences
- Develop a strategy for each prospective industry and/or employer
- Utilize your networking list on LinkedIn
- Select and apply to career appropriate employers early
- If conducting a job search out-of-state, plan ahead and schedule interviews over semester breaks