



# Four Year Career Plan

## FRESHMAN YEAR

### Inquiry: Self and Career Awareness

- Enroll in core courses
- Choose a major, tentatively
- Explore clubs, organizations, and other activities
- Get to know faculty, counselors and administrators
- Improve interpersonal skills by meeting new people
- Take interest and personality inventories
- Talk with a career counselor about possible career choices
- Develop initial resume

### Summer Vacation

- Get a job or internship (Try an "adventure" job)
- Learn to work with others
- Gain experience

## SOPHOMORE YEAR

### Assessment and Exploration

- Enroll in career planning course (COUN 1000)
- Research specific careers and required qualifications
- Investigate the employment outlook for your options
- Complete self-assessment: values, skills, interests and goals
- Continue to be active in extracurricular activities and to develop interpersonal skills
- Attend career days and career seminars
- Check into and participate in co-ops or internships
- Discuss career questions with advisor or career counselor

### Summer Vacation

- Get a job or internship
- Develop interpersonal skills
- Develop good work ethic

## JUNIOR YEAR

### Evaluating Career Options

- Review academic plan as relates to career options
- Enroll in electives that will make you more competitive for the world of work
- Get a part-time job or internship in related field
- Research career options in relation to your interests, skills, values and goals
- Conduct information interviews, to gain information and network
- Make employment/graduate school choices
- Attend career fairs and job search seminars
- Continue to seek advice from faculty, advisors, and counselors
- Build professional wardrobe

### Summer Vacation

- Compile self-evaluation and qualifications
- Get a job/internship in chosen field to test interests

## SENIOR YEAR

### Realization - Making Decisions

- Complete course requirements for major
- Discuss career choice with advisor or career counselor
- Maintain contact with faculty and administrators
- Continue relevant work experience
- Join professional organization
- Schedule a mock interview
- Research specific information about employers
- Attend career fairs and job search seminars
- Update resume; have career counselor review resume; load resume into career services database
- Participate in on- and off-campus interviews
- Follow-up on job vacancy announcements
- Send resumes and inquiry letters to target employers
- Evaluate career employment options
- Make career decision and prepare for employment

### Summer Vacation

- Yeah...it's called work! Good luck and have fun!

## FIND A MAJOR

### Career Counseling

- Career planning and exploration
- Career interest and personality assessments
- Information about specific majors offered at Auburn

### Career Resource Library

- Wireless and computers
- Career information and job search guides
- Free coffee, hot tea and hot chocolate

### On-line Resources: [www.auburn.edu/career](http://www.auburn.edu/career)

- Assessment Tools: MBTI, Strong Interest Inventory, TypeFocus
- Discover: Career exploration software program
- What Can I Do With This Major/Degree?
- Virtual Career Center (Tigers Explore blog and Virtual Career Coach)

### Virtual Meet Your Major

Auburn colleges and departments provide information about their majors to students via Tigers Explore Blog ([tigersexplore.blogspot.com](http://tigersexplore.blogspot.com))

## FIND A JOB

### Job Search Preparation

- Help with resumes and cover letters
- Mock interviews—Practice interview skills with a counselor or use Perfect Interview
- Interview and job search strategy suggestions
- Assistance in negotiating job offers
- Current salary information
- Senior Year Experience class (COUN 2970) - Transition from college to career

### Special Events

**Career Expo:** Opportunity for students to network with employers in an informal setting (Sept/Feb)

**Education Interview Day:** School district representatives schedule screening interviews with students (Oct/March)

**Internship and Summer Job Fair:** Representatives from camps, parks, and other organizations recruit students (Feb)

**Part-Time Job Fair:** Opportunity for students to network with and complete applications with local employers (Aug)

### Electronic Resources: [www.auburn.edu/career](http://www.auburn.edu/career)

- Current job listings at JobCentral: [jobs.auburn.edu](http://jobs.auburn.edu)
- Vault: On-line job search guides and company information
- Optimal Resume: Create a perfect resume
- Virtual Career Center: (eResume review, Tigers Prepare blog, Virtual Career Coach)
- Tigers Prepare Blog: [tigersprepare.blogspot.com](http://tigersprepare.blogspot.com)
- Going Global: For the Global job seeker
- EmployOn: Search over 4.5 million jobs

### On-Campus Interviews

- On-line scheduling of campus interviews with employers through TRL
- Informational sessions with specific organizations/companies

### Internships, Part-Time Jobs & Summer Jobs

- Go to JobCentral to find postings for all positions at [jobs.auburn.edu](http://jobs.auburn.edu)
- Interviews as requested by organizations

## JOBCENTRAL

[jobs.auburn.edu](http://jobs.auburn.edu)

- View full-time job listings and internships throughout the country
- View on- and off-campus part-time jobs
- Sign-up for interviews with companies coming on-campus to interview students
- Make your resume available to employers through the web resume book

**Walk-in Hours:** M - F, 12 noon - 4 p.m.

**Appointments:** Call 844.4744 to schedule an appointment: M - F, 8 a.m. - 4:30 p.m.

**Office Hours:** M - F, 7:45 a.m. - 4:45 p.m.

For more information on any of these programs or services please call 844.4744 or come by our office at 303 Martin Hall. Please contact Career Development Services if you need special accommodations in order to utilize these services. Auburn University is an equal opportunity educational institution/employer.