Career preparation during college

Procrastination is a typical downfall for many students. Sadly, they reach senior year and realize they never made time to get involved, pursue a career related part time job or internship and that they lack a great deal of personal and professional direction. Below are tips to help students develop short term goals to increase the likelihood of long term career success.

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 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 and interests
- 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: gain information and network
- Make employment/graduate school choices
- Attend career fairs and job search seminars
- 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/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 it reviewed by a career counselor and upload it into Tiger Recruiting Link
- 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 decisions and prepare for employment