

FOUR-YEAR CAREER MAP FOR UNDERGRADUATES

1 **Freshman Year: Awareness**

(1 – 29 semester hours)

- Identify interests, skills, work values and personality preferences — key factors in the career decision-making process. **Focus 2** career assessments are available online or in the office of the Center for Career Development and Testing (CCDT)
- Talk to your academic adviser and professors about majors and ask them about careers and occupations you are interested in pursuing
- Learn about networking and social media best practices to network with personal contacts in your academic field. Create a **LinkedIn** account and participate in career development workshops offered by the CCDT
- Let the CCDT help you transition your résumé from high school to college
- Register on **Handshake** to learn about internships and career events and start an online career portfolio. Follow the CCDT on Twitter, Facebook and other social media to learn about career events, internship and employment opportunities, career tips and advice (do this during sophomore, junior and senior years, as well)

2 **Sophomore Year: Exploration**

(30 – 59 semester hours)

- Join student organizations and professional associations related to your intended career field to learn more about the skills you need to be successful in that field and begin building a professional network
- Update your résumé with each new job you hold, volunteer or community service activity and organization you join (do this during junior and senior years, as well)
- Upload your résumé on **Handshake** and start looking for internship programs and job opportunities in your academic field (do this during junior and senior years, as well)
- Use **Big Interview** to develop your interview skills by recording, sharing and critiquing your interview practice sessions (do this during junior and senior years, as well)
- Meet with a CCDT career adviser to develop a comprehensive search strategy for finding internship and work experience opportunities
- Learn appropriate business etiquette and attire for recruitment and other career events; purchase a business professional suit and shoes
- Attend career workshops, fairs and networking events (do this during junior and senior years, as well)
- Identify internship programs and begin your applications during your sophomore year so you may receive considerations for internships during your junior year

3

Junior Year: Experience

(60 – 89 semester hours)

- Decide if graduate or professional school is necessary to reach your career goals; if it is, start planning at the beginning of your junior year and attend the Graduate and Professional School fair and talk to your major professors about recommendation letters
- Conduct research to determine the types of entry-level positions for which you might qualify
- Schedule an appointment with your career adviser to have your résumé(s) and cover letter(s) critiqued
- Complete at least one internship or co-op to gain experience and update your résumé
- Fine-tune your interview skills by scheduling a mock interview with the CCDT, and conduct additional interview sessions using **Big Interview**

4

Senior Year: Transitions

(90 or more semester hours)

- Continue to follow the Graduate/Professional School application timeline, if applicable
- Develop your personal statement and have it critiqued by the Writing Center and the CCDT
- Identify professionals who are willing to serve as references and write letters of recommendation
- Schedule a mock interview to prepare for full-time job or graduate/professional school interviews and conduct additional interview sessions using **Big Interview**
- If possible, repeat junior internship program and identify full-time job opportunities with the goal of interviewing for a job offer before graduation
- Tailor your résumé and cover letter to each full-time position for which you apply
- Use your professional and personal network to identify opportunities
- Send thank-you notes to employers with whom you interviewed and to your references as well
- Report all job offers to the CCDT
- Update your **Handshake** status to alumnus!



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