

**FIRST YEAR OF COLLEGE**

- Take an interest inventory through the office of Professional Development.
- Take a variety of classes to get exposure to various skill and knowledge areas.
- Attend a career fair in your area to see what is being offered.
- Talk to your advisor/counselor about your skills and interests.
- Find out what the office of Professional Development offers.

**SECOND YEAR OF COLLEGE**

- Attend career fairs to learn more about employers who hire graduates in your major.
- Spend some time talking with your faculty advisor to discuss your career plans.

**THIRD YEAR OF COLLEGE**

- Take an advanced computerized career assessment to discover further career options and to refine your career plans. Visit the office of Professional Development.
- Take on a leadership role in a club or organization.
- Participate in mock interview activities to improve your interviewing skills.
- Attend workshops to learn more about resume writing, looking for an internship, interviewing, and other job search skills.
- Explore the option of graduate school.
- Develop a top-10 list of employers of interest.

**LAST YEAR OF COLLEGE**

- Check on-campus interviewing opportunities on a daily basis, beginning in the fall term. Interview with organizations recruiting for your major.
- Conduct research on organizations of interest to you, interview with those coming to campus, and contact human resources professionals who represent organizations that won't be on campus. Find out if you can interview.
- Attend career fairs to network with employers and set up interviewing opportunities.
- If you are thinking about graduate school, request applications early in the fall, and send them out throughout the fall term.

**NO MATTER WHAT YEAR**

- Get a job. In any job, you can learn vital skills such as teamwork, communication, and interpersonal, computer and time management skills.
- Find on-campus interviewing opportunities for internships in your early years and for full-time employment after graduation.
- Network with family, friends, instructors, friends of family, and acquaintances to find contacts in your field(s) of interest so that you can learn more about those areas.
- Volunteer! This can help you explore careers and get some experience in an area that interests you as you help others.
- Get involved in clubs and organizations; work towards leadership positions.

## **DO'S AND DON'TS OF CAREER PLANNING**

As you start examining your aspirations and interests, keep in mind these simple do's and don'ts:

### **DO**

- Do explore a number of career possibilities and academic majors.
- Do get involved through volunteer work, study abroad, and student organizations—especially those linked to your major.
- Do follow your passion. Learn what you love to do.

### **DON'T**

- Don't just focus on a major and blindly hope to get a career out of it. That's backward.
- Don't be motivated primarily by external stimuli, such as salary, prestige, and perks. All the money in the world won't make you happy if you hate what you are doing every day.
- Don't select a major just because it seems cool.
- Don't choose courses simply because your roommate or friend said they were easy. That's wasting your valuable time, not to mention tuition.

Gardner, J.N., Jewler, J.A., & Barefoot, B.O. (2011). *Your College Experience: Strategies for Success*. New York: Bedford/St.Martins