

The information on this page was adapted from the National Association of Colleges & Employers Job Choices Magazine, 2001 and the Center for Career Opportunities "Step by Step Guide to Using CCO Services from Freshman Year to Graduation & Beyond" Purdue University

FRESHMAN YEAR: EXPLORE

- ◇ Enroll in core courses
- ◇ Talk to your [academic advisor](#), [faculty](#), counselors, friends and family about possible majors and careers.
- ◇ Do some Career Exploration Research, try the [Discover Career Planning Program](#), it's FREE! Or try the [Career Test Battery](#) for a nominal fee.
- ◇ Make an appointment to talk to a Career Counselor in the [Dean of Students Office](#) about possible career choices.
- ◇ Develop a plan to acquire the overall skills employers seek, such as communication and interpersonal skills, leadership and teamwork abilities.
- ◇ Choose a tentative major.
- ◇ Get involved in [extracurricular activities](#) on campus that will offer [leadership](#) roles in the future.
- ◇ Develop an initial resume.
- ◇ Sign up for the [College Central Network](#) job board.
- ◇ Get involved in community organizations through [volunteering](#).

SUMMER VACATION

- ◇ Get a [job or internship](#), consider something adventurous or maybe even a [travel study](#) opportunity.
- ◇ Start building those transferable skills.
- ◇ Get experience.

SOPHOMORE YEAR: RESEARCH & ASSESS

- ◇ Research specific careers and required qualifications.
- ◇ Have your resume critiqued by someone in the [Office of Career Development](#). Create a cover letter.
- ◇ Use your degree plan electives to take courses in areas that interest you.
- ◇ Attend [job fairs, workshops and seminars](#) that relate to your interests.
- ◇ Discuss career questions with an [advisor, faculty member](#) or a career counselor.
- ◇ Identify organizations and associations in your interest areas for externships (job shadowing) opportunities and informational interviews.
- ◇ Start implementing your plan for gaining experiences and skills that employers are seeking.
- ◇ Continue involvement in [extracurricular, service learning and volunteer activities](#), consider leadership opportunities.
- ◇ Post your resume on the [College Central Network](#) Job board.

SUMMER VACATION:

- ◇ Get a [job or internship](#).
- ◇ Develop interpersonal skills
- ◇ Develop a good work ethic.

JUNIOR YEAR: DECIDE

- ◇ Update your resume and have it critiqued by the [Office of Career Development](#).
- ◇ Make sure your profile and resume are up to date with the [College Central Network](#).
- ◇ Talk with your [Academic Advisor](#) about incorporating an internship into your plan of study.
- ◇ Check with the [Office of Career Development](#) regularly to learn about internship opportunities, workshops/seminars and companies visiting campus.
- ◇ Attend job fairs and employer information sessions that relate to your interest.
- ◇ Develop relationships with faculty and employers to use as references.
- ◇ Continue to develop your interpersonal and leadership skills through [extracurricular, volunteer or service learning](#) activities.
- ◇ Join at least one professional or honorary organization related to your major. This will help you learn more about the profession and make contacts with people in the profession.
- ◇ Review alternative career plans. Consider graduate school and get information on graduate entrance examinations.
- ◇ Continue to do informational interviews with professionals in your field of interest.
- ◇ Build a professional wardrobe.

SUMMER VACATION

- ◇ Get a job/internship in chosen field to test your interests.
- ◇ Network!

SENIOR YEAR: REALIZATION

- ◇ Don't put off your job search until spring! Start early and be committed to a thorough search. Develop a job search plan.
- ◇ Update and polish your resume, cover letters, and thank you letters. Have them critiqued by the [Office of Career Development](#).
- ◇ Make sure your profile and resume are up to date on the [College Central Network](#).
- ◇ Consider registering for career events at the Main Campus ([CCO Express](#)), register with the [Office of Career Development](#).
- ◇ Refer your resume to possible employers and make sure to follow up!
- ◇ Research potential employers so you can interview competently and make an informed decision.
- ◇ Practice interviewing, schedule a mock interview with the [Office of Career Development](#).
- ◇ Continue developing skills that will increase your employability.
- ◇ Complete the PNC Post Graduate Survey, we want to know about the position you have decided to accept.

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