

# 4 Year Career Action Plan

## Freshman Year – Self-Awareness and Assessment

1. Visit Career Services and explore its services and resources.
2. Use career assessments inventories to explore personal interests, skills, values and personality type.
3. Seek assistance from a career counselor to discuss career assessment results and to identify related majors and careers.
4. Attend career planning and decision-making workshops.
5. Participate in exploratory and service learning courses.
6. Begin researching careers of interest and seek further insight through volunteering, externships (job shadowing), and information interviews.

## Sophomore Year – Continue Major and Career Exploration

1. Continue exploration of different majors and careers related to interests identified.
2. Seek further career exploration through service learning, volunteering, job shadowing.
3. Participate in career-related experience via internships and co-ops through the office of Experiential Learning.
4. Participate in career development workshops such as Resume, Interviewing, and Internships.
5. Attend the internship fair and seek out opportunities to gain experience.
6. Attend a resume workshop and learn how to develop a professional resume.
7. Join major-related student organization and actively develop your leadership skills.
8. Seek input from faculty about majors and careers.
9. Register with Career Services KnightLink to have your resume on-line.
10. Begin networking with employers through career panels, job fairs, and others.

## Junior Year – Solidify Career Choice and Gain Experience

1. Gain career-related experience via internships and co-ops through the Office of Experiential Learning.
2. Attend workshops related to job search skills such as Interviewing, Career Etiquette, and Job Search.
3. Continue networking with employers through the Employment Prep Conference, career panels, career fairs, and employer information sessions.
4. Develop a strong relationship with faculty in your major.
5. Start researching graduate/professional school if you're planning to continue your education.
6. Start networking with professionals in your field through membership in career related professional organizations.
7. Seek leadership position in a major-related campus organization.

## Senior Year – Plans Beyond Graduation

1. Attend Career fairs and be prepared to promote your qualifications to employers.
2. Update and finalize your on-line resume.
3. Develop a list of references and request letters of recommendations from faculty and others.
4. Apply to graduate/professional school early and follow through on all requirements.
5. Begin job search process, including on-campus interviews.
6. Attend job search and other related workshops.
7. Buy professional business attire and be ready for interviews.
8. Plan, organize and conduct a thorough job search.
9. Participate in a practice interview at Career Services