CAREER DEVELOPMENT CHECKLIST

If you follow most or all of these steps, you’ll be well on your way to understanding what career you want and making it happen!

First Year: Exploring ≤ 30 credit hours

- Check out the Career Services website and register for UMSLCareerKey, our job and internship database
- Visit the Career Services Resources page to learn more about career related topics
- Identify your interests, values, and skills—come talk with someone in Career Services, the Center for Student Success, or your student support services provider in Office of Multicultural Relations
- Develop a list of majors and careers to consider; review “What Can I Do With This Major” on the Career Services Resources page
- Consider attending the Internship & Job Fair sponsored by Career Services to start connecting with employers & graduate schools

Additional Reminders:

- Work with your academic advisor to develop an initial academic plan; review your Degree Audit Report (DARs)
- If you are considering a professional school after graduation (e.g., medical, veterinary, law) talk with your academic advisor and faculty ASAP so you can stay on target with courses and grades
- Get involved with student organizations—learn about them through the Office of Student Life
- Consider volunteering to gain skills and experience—learn about opportunities through the Office of Student Life
- Meet general education requirements with introductory courses in your major/career areas of interest
- If you are not earning a B or higher in your classes, talk with your faculty and academic advisor

Second Year: Making Connections ≤ 60 credit hours

- Review the list from First Year and continue working on it
- Continue learning through student activities/organizations, volunteer work or a part-time job
- Begin planning for your first degree related part-time job or internship
- Learn about informational interviewing and consider using it as a tool to enhance your understanding about careers
- Refine your list of possible majors and careers
- Write a resume and have it reviewed by Career Services; upload your resume in UMSLCareerKey
- Attend the Fall and Spring Internship & Job Fairs and other Employer and Career Events to start networking with employers and recruiters
- Start honing your interview skills by attending Workshops and Employer & Career Events
- Visit the Campus Calendar and Career Services regularly to stay abreast of what’s happening
- Meet with professionals from Career Services, Center for Student Success, academic and faculty advisors, and Office of Multicultural Relations regularly
- Evaluate your progress in courses throughout the semester and seek help if you’re struggling
- Learn about a variety of careers and remain flexible and open to other options

Additional Reminders:

- Print out and review your Degree Audit Report (DARs) with your academic and faculty advisors to make sure you’re on track
- Talk to key faculty and advisors about pre-professional programs (e.g., pre-law, pre-medical, pre-vet) and find out about taking practice entrance tests (e.g., GMAT, LSAT, MCAT)
- Understand how your GPA can impact transitioning from college academics to the desired career, internships/co-op eligibility and admission to graduate/professional school
- Take leadership roles in your student organizations and volunteer experiences
- Start and build professional relationships with professors and other campus individuals
Third Year: Gaining Experience ≤ 90 credit hours

- Review list from first two years and continue working on it
- Go to UMSLCareerKey to start your internship and job search process
- Participate in Employer and Career Events
- Update your UMSLCareerKey profile and resume to include new courses or work experiences you’ve gained and get a resume critique from Career Services
- Attend the Fall and Spring Internship & Job Fairs to meet employers, practice your 30 second introduction, and continue to network and learn about companies
- Research jobs of interest to you and identify companies that you’re interested in working for; create a back-up plan. Plans and goals may change, have a plan that is flexible and has options for alternative careers
- Begin thinking about who could write recommendation letters and start asking for references
- Evaluate your progress in courses throughout the semester and seek help if you’re struggling
- Learn about a variety of careers and remain flexible and open to other options

Additional Reminders:

- Study for and take the GRE, MCAT, GMAT, LSAT or any other admissions test required for your career path
- Meet with your academic advisor and faculty advisor to ensure you’re on track for graduation
- Apply for graduation at least two semesters before your expected graduation date
- Research & begin application process for graduate/professional schools

Fourth Year: Launching Your Career ≤ 90-120 credit hours

- Review list from previous years and continue working on it
- Sign up for UMSLCareerKey, our job and internship database (if you haven’t already)
- Update and polish your resume; have it reviewed by Career Services
- Learn how to write winning cover letters
- Visit our Career Resources page for help with all your job search activities
- Develop your job search plan and be diligent about following through; start the job search process 3-6 months before graduation
- Attend the Fall and Spring Job & Internship Fairs to support your job search process
- Apply for graduate or professional school, if that’s part of your plan
- Get your professional wardrobe started with the most important piece; the interview suit
- Learn salary information and market trends for your chosen career
- Evaluate your progress in courses throughout the semester and seek help if you’re struggling
- Think again about a back-up plan and remain flexible and open to options about careers

Additional Reminders:

- Check with your academic advisor and faculty advisor to confirm graduation
- Post Graduation: Stay in touch—Career Services assistance is available for 2 years post graduation; consider joining the Alumni Association

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