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 TritonCareers our job and internship database
✔ Visit Current Students on the Career Services website to learn more about career related topics
✔ Identify your interests, values, and skills—come talk with someone in Career Services or your student support services provider in the Office of Multicultural Student Services
✔ Develop a list of majors and careers to consider and review “What Can I Do With This Major”
✔ Consider attending a Career 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 Involvement
✔ 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. Visit Job Search Tips for guidelines
✔ Attend a Career Fair and other Employer and Career Events to start networking with employers and recruiters
✔ Start honing your interview skills by attending Employer & Career Events. Meet with a Career Services team member to do a mock interview.
✔ Visit the Campus Calendar and Career Services regularly to stay abreast of what’s happening
✔ Meet with professionals from Career Services, academic and faculty advisors, and Office of Multicultural Student Services 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 TritonCareers to start your internship and job search process
✓ Participate in Employer and Career Events
✓ Update your TritonCareers profile and resume to include new courses or work experiences you've gained and get a resume critique from Career Services
✓ Attend the Career 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 a 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 TritonCareers, 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 by visiting job search tips
✓ Visit Current Students 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 Career 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
✓ Click on the Labor Market & Salary information tab here for guidance on 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; learn about the Alumni Association

CAREER SERVICES
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