

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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