

CAREER READINESS CHECKLIST

If you follow most or all 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 [Handshake](#) our job and internship database
- ✓ Visit [Students](#) on the Career Services website to learn more about how to connect with us
- ✓ [Identify](#) your interests, values, and skills—come talk with someone in [Career Services](#) or your academic coach in [Multicultural Student Services](#) or your success coach in the office of [Student Enrichment and Achievement](#)
- ✓ [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 or consider volunteering to gain skills and experience—learn about them through the [Student Involvement](#) office.

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 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 the [Resource Toolbox](#) 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 [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 [Handshake](#) to start your internship and job search process
- ✓ Participate in [Employer and Career Events](#)
- ✓ Update your [Handshake](#) profile and resume to include new courses or work experiences you've gained and get a resume review 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 [Handshake](#) 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 the [Resource Toolbox](#)
- ✓ Visit [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
- ✓ Go to [Labor Market & Salary](#) information 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 backup 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](#)



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