

# FOUR-YEAR PLAN FOR CAREER SUCCESS

## First Year: Transition and Adjustment

- Complete the Myers-Briggs Type Indicator (MBTI) and attend a workshop to learn about your personality
- Attend Orientation with career advisors to learn about Career Services and create a Four-Year Career Development Plan
- Residential students participate in the Roommate Dynamics and Living Agreements activities
- Attend the Community Service Fair and participate in a community service activity to fulfill the LEAD requirement
- Attend Activities Fair and join campus organizations/activities to explore interests, skills, and values and develop social skills
- Attend Job Opportunity Fair for part-time on-campus employment to start learning about the world of work and exploring career interests
- Attend one or more Career Services “Power Hour” Workshops offered each semester
- Use work-study or part-time work to build experience and skills
- Explore the Career Services Web site and JobSpot to learn about career resources and jobs
- Undeclared majors participate in a one-on-one interpretation using the Strong Interest Inventory
- Complete a job shadow to learn more about specific occupations
- Create an ongoing reflective journal and begin building your resume and portfolio
- Begin to identify people who can become your support system

## Second Year: Exploration

- Narrow your interests by talking to people in career fields that interest you
- Continue to be involved on campus through student activities, campus organizations, and community service to demonstrate your ability to manage your time and energy
- Explore leadership opportunities with campus organizations
- Attend one or more Career Services “Power Hour” Workshops offered each semester
- Attend Job, Internship, and Graduate School Fairs to learn about career options
- Continue to collect items for a career portfolio—excellent papers, brochures you designed, awards, and research projects to demonstrate your competencies and track your educational and extra-curricular activities
- Attend a Resume Workshop and develop the first draft of a resume with support from your career advisor
- Gain exposure to your field of interest by attending a major-related conference, participating in an employer tour, conducting an informational interview or shadowing someone who works in your field of interest
- Research and apply for part-time jobs and/or internship opportunities to gain practical experience in your field of interest
- Research companies/organizations you might want to work for in the future

## Third Year: Refinement

- Participate in study abroad or a cultural immersion experience
- Attend relevant fairs (Job, Internship, and Graduate School Fairs) to learn about career and education options
- Attend one or more Career Services “Power Hour” Workshops offered each semester
- Assume leadership roles in campus organizations
- Investigate graduate schools and programs and begin taking standardized tests
- Develop a strategic and supportive Board of Advisors (friends, family, faculty, other contacts) to dialogue with concerning education, career, and life issues
- Complete the Optimal Interviewing module
- Participate in a self-assessment exercise to identify and relate your skills, interests, values, and what matters most to making effective career decisions and marketing yourself to employers (MBTI, Strong, or Card Sort, for example)
- Update your resume
- Evaluate your online profile on social networking sites and consider joining a business-focused online networking group such as LinkedIn

## Fourth Year: Implementation

- Develop documents for your job search: cover letter, resume, thank-you letter, list of references
- Participate in on-campus practice interviews and employer interviews
- Research companies and organizations
- If further education is part of your plan, attend the Graduate School Fair and complete application materials
- Attend one or more Career Services “Power Hour” Workshops offered each semester
- Meet with your career advisor to discuss job-search strategies
- Purchase your recruiting and interviewing wardrobe
- Attend relevant Internship and Job Fairs
- Attend “Meet and Mingle” Business Etiquette Dinner
- Attend Job Search Workshop to identify key resources/strategies