### Freshman

**Ready**
- Orient yourself to college.
  - Fully participate in your GS 1181 course.
  - Identify academic and student services support programs.
  - Make study commitments.
- Explore majors, minors and careers and learn how to match them to your interests, personality, skills and work values.

**Meet with a Career Coach to discuss:**
- Majors/minors
- Career goals
- Your YouScience results and/or taking a career assessment

**Get involved!**
- Join a student organization.
- Complete your profile on Handshake (job platform) and search job postings.
- Obtain a part-time job.
- Volunteer for service projects.

**Create a résumé or edit yours to be “college level.”**
- Visit the Career Development website for résumé-writing tips and tools.
- Upload your résumé to Handshake and edit your notifications.

**Attend Career Fairs to:**
- Start building your network.
- Learn about careers and employers in your field/major.

### Sophomore

**Explore**
- Meet with a Career Coach to discuss:
  - Your major and experiential education opportunities
  - Establishing a career plan
  - Finding occupational information
- Talk with faculty and experts in your field(s) of interest.
  - Enhance your network and gain valuable insights.
  - Enroll in a REAL course.
  - Determine if additional education will be required.
- "REAL-ity test" your options:
  - Internships/externships
  - Job shadowing and/or volunteering
  - Part-time employment
- Then find postings on Handshake and set up alerts.

**Build your résumé.**
- Find top resources in Handshake’s Career Center resources.
- Meet with a Career Coach for improvement tips.
- Upload new résumé to Handshake.

**Attend Career Fairs to:**
- Expand your network.
- Gain information about a summer and/or junior-year internship.
- Find out what skills employers seek.
- Prep by watching CandidCareer videos: Career Fairs, Elevator Pitch, Dress for Success

**Get serious about social media.**
- Google yourself.
- Tighten up your social media.
- Create a LinkedIn account.

### Junior

**Apply**
- Reassess your career goals, develop your Plan B option, and register for a REAL course.
  - Gain valuable experience.
    - Seek leadership positions in organizations.
    - Establish goals for a summer and/or senior-year internship.
    - Use Handshake to identify opportunities.
- Use Career Development services:
  - Résumé critiques
  - Mock interviews
  - Participation in events
  - Free head shots, résumé paper and Career Closet

**Research graduate or professional schools.**
- Check for admission test(s).
- Determine your references.
- Note application deadlines.

**Continue to fine-tune your résumé and job-search skills.**
- Check out the CandidCareer videos on the Career Development website.
- Swing by for advice and critiques.
- Strengthen your Handshake profile with a robust Skills section and updated résumé.

**Attend Career Fairs to:**
- Dress smart and market yourself.
- Ask good questions and get feedback on your résumé.

**Harness the power of networking.**
- Attend information sessions and events.
- Join professional organizations. (Student rates are cheaper!)
- Utilize social media (LinkedIn, Facebook).
- Consult with faculty, family and friends.

**Miscellaneous**
- Take full advantage of capstone and/or REAL course(s).
- Continue gaining experience.
- Complete the First Destination Survey.

### Senior

**Launch**
- Shift your job search into high gear.
  - Follow companies on Handshake and attend their virtual events.
  - Engage in professional networking.
  - Chat with faculty/mentors.
  - Fully utilize Career Development services.

**Narrow your graduate/professional school choices.**
- Take admission test(s).
- Request recommendation letters.
- Submit applications for admission, scholarships and assistantships.

**Polish your professional image.**
- Update your Handshake profile and start applying for jobs.
- Purchase professional attire.
- Fine-tune your social media and LinkedIn profiles.

**Harness the power of networking.**
- Attend information sessions and events.
- Join professional organizations. (Student rates are cheaper!)
- Utilize social media (LinkedIn, Facebook).
- Consult with faculty, family and friends.

**Miscellaneous**
- Take full advantage of capstone and/or REAL course(s).
- Continue gaining experience.
- Complete the First Destination Survey.