

## ***Career Preparation Checklist***

### ***As a Freshman you should:***

- Actively reading and engaging in discussion about the skills required within their chosen field of interest.
- Actively reading and engaging in discussion about jobs/employment within their chosen field of interest.
- Participate in volunteer & service learning opportunities related to their chosen field of interest.
- Take advantage of an alternative Spring Break opportunity related to field of interest.
- Educate self about job shadow opportunities related to their major.
- Educate self about multiple majors or minors offered and benefit for career decision.
- Visit the Career Services office.
- Take advantage of services, programs, and events offered throughout the academic year through the Career Services Office.
- Begin review of resume building, cover letter and reference list development

### ***As a Sophomore you should:***

- Participate in a Job Shadow opportunity.
- Participate in services, programs, and events offered throughout the academic year through the Career Services Office.
- Make decisions on majors and minors related to a field of interest.
- Decide when an internship or experiential learning opportunity will be conducted.
- Decide when (or) if an internship will be registered for Academic Credit.
- Decide how many academic credits will be pursued for an internship, related to hours of work.
- Begin to identify a geographical area of interest to conduct an internship or experiential learning opportunity.
- Begin to identify multiple placement opportunities.
- Attend and observe Career Fairs.
- Resume, cover letter, and reference list critiqued and reviewed.

### ***As a Junior you should:***

- Identify an internship placement or experiential learning opportunity at least 90 days prior to the start date.
- Identify who will be the Internship Site Supervisor.
- Identify who will facilitate as the Internship Instructor.
- Follow through with Internship Guideline Dates to propose the *Internship Learning Contracts* for approval.
- Prepare to take required examination for graduate/professional school and date(s) of exam are identified, if continuing education.
- Attend and observe Career Fairs.

### ***As a Senior you should:***

- Internship or experiential learning opportunity is completed.
- Update cover letter, resume, portfolio, reference page.
- Develop a network of resources for the employment/job search.
- Actively participate in job search strategies, at least 120 to 90 days prior to graduation.
- Take advantage of opportunities offered through the Career Services office to assist with your search and networking strategies.
- Participate in Job/Career Fairs.