

# STEPS TO A SUCCESSFUL CAREER PLAN



## Discover

- Sign up for CareerLink and create a resume
- Meet with your Advisor to discuss career planning
- Attend the Majors Expo and complete Focus 2 assessment
- Get to know faculty, advisors, and administrators
- Explore clubs, organizations, and extracurricular activities
- Volunteer with organizations and in your community
- Maintain a desirable GPA
- **Summer**- Get a job and gain experience



## Investigate

- Attend Career Fairs and workshops
- Attend the Majors Expo
- Examine your major and how it relates to your desired career
- Investigate employment outlooks for your major
- Discuss career questions with faculty and professional mentors
- Look for jobs, internships, and volunteer opportunities
- Participate in campus activities and organizations
- **Summer**- Find a job or internship and gain experience



## Prepare

- Attend Career Fairs and workshops
- Make career decisions involving employment or research graduate schools
- Continue to seek advice and network with faculty and professional mentors
- Pursue informational interviews for insight about your career path
- Update resume and profile in CareerLink
- Update resume and apply for internships/summer jobs
- Begin a professional wardrobe
- Join the CSPD program
- **Summer**- Get career related job or internship



## Decide

- Attend Career Fairs and workshops
- Update resume and profile in CareerLink
- Research employer or graduate schools information
- Follow up on job vacancy and announcements in CareerLink
- Send resume or letters to target employers
- Participate in on-campus and off-campus interviews
- Maintain contact with faculty, advisors, and administrators
- **Graduation** - Complete your Career Outcome survey