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| **First Year Checklist*** Participate in on-campus activities, clubs, and organizations
* Become aware of career fields in relation to tentative majors
* Begin a self-exploration process: assessing values, interests, skills, and motivation
* Become familiar with the campus support services, such as the Writing Center and Tutorial Center
* Log on to **JOBSs**: *Job Opportunities Benefiting Southern Students,* SCSU’s online job connection. Find part-time on and off campus jobs or volunteer opportunities.
* Attend **Majors Expo**
* Complete **FOCUS**, an online program that will help you explore your major area of study and your career goals
* Meet with a **Career Counselor** to explore possible majors and careers that fit your interests, skills, and values
 | **Second Year Checklist*** After self-assessment, explore career possibilities and learn about occupations
* Build a personal career network
* Investigate in Cooperative Education and Internship opportunities
* Decide on a major/career choice
* Utilize JOBSs in researching career options
* Meet with faculty, advisors, and/or alumni to discuss major/career options
* Develop your resume and cover letter
* Attend Career Advising workshops and programs (**Career Fair**)
 | **Third Year Checklist*** Build job searching skills
* Gain career related experience
* Consider graduate or professional school
* Familiarize yourself with Career Advising job search and recruitment programs
* Participate in CO-OPS, internships, and/or career related employment
* Maximize involvement with campus clubs to develop leadership skills
* Conduct informational interviews, job shadowing, or volunteering
* Attend Career Advising workshops and programs (Career Fair)
* Meet with a career counselor to discuss job searches, resume help, and career guidance
* Continue developing your resume and cover letter and upload it to JOBSs
 | **Fourth Year Checklist*** Narrow down and finalize career choice
* Prepare for graduate or professional school
* Research labor market information
* Focus on positions and industry openings
* Join a professional organization in your career field
* Make an appointment with a career counselor to: plan a job search, refine resume and cover letter, practice interviewing skills in a mock interview, and review professional dress guidelines
* Develop a professional wardrobe for future interviews/jobs
* Remember social and professional networking sites can help or hinder your job search (Facebook, Twitter, LinkedIn). Utilize them wisely and remove any information that may compromise your credibility with employers.
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Four Year Career Planning Guide