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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. |

Four Year Career Planning Guide