

CAREER PLANNING TIMELINE

FRESH FREEZE

* Awareness *

Questions to ask:

- What major should I choose?
- What is a college education all about?
- How do I find out about my interests, abilities, and values?

Food for Thought

As a new student your concerns about a major and a career may be just beginning. By planning how you will involve yourself in different courses and experiences, and by exploring career ideas with your adviser and career counselor, you will begin to be responsible for your future.

Things to Do

1. Consider college as preparation for life. Your decisions in college will influence your future.
2. Make a tentative career choice.
3. Start your personal development by joining at least one student organization. This will help you develop skills employers' value.
4. Visit the Office of Career Services. Ask about the services and resources available to help you make your plans.
5. Attend workshops offered by Career Services.
6. Begin self-directed exploration of specific occupations via *Hornet Connect* (online jobs and internship database).
7. Explore part-time employment through *Hornet Connect*.

SOPH SCRAMBLE

* Exploration *

Questions to ask:

- What major is the best for me?
- How do I plan a meaningful and marketable education?

Food for Thought

You may want to declare your major at this time if you have not already done so. By meeting with advisors, faculty and a career counselor, you can obtain the information you need to make this important decision. You may also want to explore the experiential education options of co-ops, internships, and community services/volunteer work.

Things to Do

1. Use the Career Center to discover more about the careers and majors you are considering in order to help you narrow your options.
2. Explore how you can get relevant experience through internships, co-ops, job shadowing, and volunteer opportunities.
3. Choose electives and campus activities that will give you additional transferable skills.
4. Start developing your resume.
5. Attend the career fair to begin networking and gathering information about companies that interest you.
6. Participate in campus organizations and professional associations to learn more about your career interests.
7. Attend workshops offered by Career Services.
8. Conduct informational interviews with professionals in the career fields you are considering.
9. Expand your information network.
10. Get to know faculty in the major that interests you. They can talk about career options and provide a letter of reference when you apply for a job or graduate school.

No matter where you are in your educational journey, HSSU Career Services has a timeline and tips that will help you stay on track.

CAREER PLANNING TIMELINE

JUNIOR JAM * Planning *

Questions to ask:

- How do I identify specific job possibilities to go with my major?
- When should I start thinking about my job search?
- Is graduate school for me?

Food for Thought

Graduation may not be as far off as you think! It's not too early to identify and gather information about employers and/or graduate schools. You need to know the steps necessary for gaining meaningful employment or admission into graduate school.

Things to Do

1. Meet with a career counselor and identify specific resources to help you learn more about your areas of interest.
2. Join student and professional organizations related to your major or career interest.
3. Attend a job fair to meet employer representatives and gain skills in presenting yourself as a professional.
4. Meet with on-campus recruiters to learn about their organizations and potential employment opportunities.
5. Register with Career Services to be eligible to participate in the internship and co-op programs.
6. Polish your resume and have it critiqued by a career counselor. Learn about cover letters.
7. Attend other Career Services workshops to enhance your job seeking skills.
8. Obtain work experience related to your career field through part-time employment, internship, practicum, or volunteer experiences.
9. Begin to plan for job search or graduate school. Set deadlines for required steps.

SENIOR SLAM * Commitment *

Questions to ask:

- How do I identify my employable skills?
- What exactly is the job search process?
- Is my resume scannable?
- Do I need to practice my interviewing skills?

Food for Thought

It's time to make final decisions about your career options or attending graduate school. Stay in touch with Career Services for both information about job openings and assistance with your personal presentation skills. Be sure to let Career Services know when and where you become employed!

Things to Do

1. Develop a job search plan complete with strategies that will work for you.
2. Attend job fairs; dress professionally and bring your final resume.
3. Practice your interviewing skills by participating in a mock interview with a career counselor. See for yourself on video what potential employers will see.
4. Use Career Services and internet to research companies and to regularly check the job postings.
5. Consider the companies that participate in on-campus recruiting.
6. Talk to a career counselor about the college-to-work transition and how you can have a successful first year experience.
7. Attend workshops on topics such as job search strategies and interviewing techniques.
8. Apply to graduate or professional school. Have Career Services critique your Personal Statement.

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