**First Year:**

Career Services

2 Year Program Checklist

**Fall Semester**

* Visit the Career Services Office after taking career assessments found on our website (Focus II and MBII) to explore your career interest.
* Meet with your academic advisor to set up your academic 2 year plan.
* Maintain a GPA of at or above 3.0.
* Seek job opportunity, internship, or volunteer work in your field.
* Build a resume of work experience, skills, and qualifications.
* Create good relationships with your professors by having good attendance and a professional attitude.
* Network with Alumni and other professionals in your field.

**Spring Semester**

* Join a campus organization, preferably one that is related to your major.
* Start developing a professional wardrobe.
* Seek out alumni and mentors in your field and obtain informational interviews to get a clear understanding of your career choice.
* Connect with Career Services to review your resume and learn how to create a SSU Career Services account and upload your resume for employers to have access to.
* Attend JobFest in the spring!

**Second Year:**

**Fall Semester**

* Seek leadership position within the organization you joined last year.
* Continue relevant work experience.
* Find and attend events that will provide networking opportunities and company information sessions.
* Volunteer or work part-time if full-time employment is not obtained before graduation.
* Maintain a GPA of at least a 3.0.
* Meet with academic advisor to see if you need an internship to graduate from your program, if so seek one within your field.
* Make job searching a priority as soon as possible, don’t wait for graduation!

**Spring Semester**

* Update your resume and connect with good references.
* Practice your interviewing skills by scheduling a Mock Interview with the Career Services Office.
* Continue developing your professional wardrobe.
* Join a professional organization for your field.
* Attend JobFest in the Spring!