**First Year-** Fall Semester

Career Services 4-Year Checklist

* Create good relationships with your professors by having good attendance and a professional attitude.
* Update social networking sites to private and maintain professional behavior.
* Look into what clubs/organizations are available at Shawnee State University.
* Start drafting your resume.
* If you are undecided on a Major—attend our Majors Fair.
* Visit Career Services Office to take a career assessment (Focus II) and to start creating your “four year plan.”

**First Year-** Spring Semester

* Join at least one social and/or service club/organization.
* Focus on achieving and maintaining at least a 3.0 GPA.
* Come into the Career Services office to meet with a member of Peer Career to review your resume.
* Create a profile and upload resume to SSU Career Connections
* Meet with Academic Advisor to plan for next year.

**Second Year-** Fall Semester

* Declare a Major! If you need help, the Career Services Office can help.
* Join a career related or leadership development club/organization.
* Volunteer on and off campus to explore different career paths and gain experience.

**Second Year-** Spring Semester

* Meet with Peer Career to update your resume.
* Research specific careers and required qualifications.
* Meet with Academic advisor and continue to develop good relationships with faculty and staff.
* Obtain summer and/or part-time jobs that relate to chosen major.

**Third Year-** Fall Semester

* Enroll in electives that will make you more marketable for the world of work.
* Have the Career Services Office assist with updating your resume and practice interviewing through Mock Interviews.
* Get a part-time job or internship in your field.
* Conduct Information Interviews to network and gather information.
* Consider if Graduate School is for you. Start researching possible schools and programs of interest.

**Third Year-**  Spring Semester

* Build your professional wardrobe.
* Continue/seek internship in a related field.
* Continue to keep a GPA above a 3.0.
* Find and develop professional references.
* Attend *Job Fest* this Spring.
* Be a leader and practice communication skills in class and in student clubs.

**Fourth Year-** Fall Semester

* Start job search/ interviewing 6-9 months prior to graduation.
* Meet with Career Services to update and prepare final resume with good references.
* Utilize Career Services website for job search resources.
* If attending Graduate School, prepare applications and required materials.
* Schedule mock interview with the Career Services office.

**Fourth Year-** Spring Semester

* Join a professional organization for your field.
* 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 after graduation.