

# Career Services: Two-Year Checklist

## First Year:

### Fall Semester

- Visit the Career Services Office after taking career assessments found on our website (Focus II) to explore your career interest.
- Meet with your academic advisor to set up your academic 2-year plan.
- Maintain a GPA of 3.0 or above.
- 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 SSU Career Fairs!

## 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.
- Consider attending an SSU Etiquette Dinner.
- 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.
- Consider attending an SSU Etiquette Dinner.
- Attend SSU Career Fairs!