

Career Services: Four-Year Checklist

First Year- Fall Semester

- 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.
- 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 or a Career Advisor 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 Career Services 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 Informational Interviews with employers in your area of interest to network and gather information.
- Consider if Graduate School is for you. Start researching possible schools and programs of interest.
- Begin internship search.

Third Year- Spring Semester

- Build your professional wardrobe.
- Continue/seek internship in a related field.
- Continue to keep a GPA of 3.0 or above.
- Find and develop professional references.
- Attend SSU Career Fairs.
- 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.