Career Services: Four-Year Checklist

irst Ye	ar- Fall Semester	Third Yo	ear- Fall Semester	
	Create good relationships with your professors by having good attendance and a professional attitude.		Enroll in electives that will make you more marketable	
	Update social networking sites to private and maintain		for the world of work.	
	professional behavior.		Have the Career Services Office assist with updating	
	Look into what clubs/organizations are available at		your resume and practice interviewing through Mock	
	Shawnee State University.		Interviews.	
	Start drafting your resume.		Get a part-time job or internship in your field.	
	Visit Career Services Office to take a career assessment		Conduct Informational Interviews with employers in	
	(Focus II) and to start creating your "four-year plan."		your area of interest to network and gather information.	
First Year- Spring Semester			Consider if Graduate School is for you. Start	
	Join at least one social and/or service		researching possible schools and programs of interest.	
	club/organization.		Begin internship search.	
	Focus on achieving and maintaining at least a 3.0 GPA.			
	Come into the Career Services office to meet with a	Third Year- Spring Semester		
	member of Peer Career or a Career Advisor to review	_		
	your resume.		Build your professional wardrobe.	
	Create a profile and upload resume to LinkedIn		Continue/seek internship in a related field.	
	and activate your Handshake account.		Continue to keep a GPA of 3.0 or above.	
	Meet with Academic Advisor to plan for next year.		Find and develop professional references.	
	Weet with Academic Advisor to plan for flext year.		Attend SSU Career Fairs.	
Second Year- Fall Semester			Be a leader and practice communication skills in class	
			and in student clubs.	
	Declare a Major! If you need help, the Career Services		v FUC	
	Office can help.	Fourth	Year- Fall Semester	
	Join a career related or leadership development		Start job search/ interviewing 6-9 months prior to	
	club/organization.		graduation.	
	Volunteer on and off campus to explore different		Meet with Career Services to update and prepare final	
	career paths and gain experience.		resume with good references.	
_			Utilize Career Services website for job search resources.	
Second Year- Spring Semester				
	Meet with Career Services to update your resume.		If attending Graduate School, prepare applications and required materials.	
	Research specific careers and required qualifications.		•	
			Schedule mock interview with the Career Services	
	Meet with Academic Advisor and continue to develop		office.	
	good relationships with faculty and staff.	Fourth	Fourth Year- Spring Semester	
	Obtain summer and/or part-time jobs that relate to	- Out the Tour Spring Scinesics		
	chosen major.		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.