

CAREER DEVELOPMENT 4 YEAR PLAN

FRESHMAN

TAKE INITIATIVE

- Visit the Career Development office to find out how we can help you, what resources we offer, and what events we conduct.
- Explore Hire-a-Hawk and build your profile. Create and upload your resume through this resource.
- Build relationships with the faculty and administrators of your major.
- Begin developing a positive, professional online presence. Monitor what goes on your social networking pages and create an online networking profile through LinkedIn.

LEARN ABOUT YOURSELF

- Take inventories that assess your personality, values, skills and interests. Let these assessments show you what careers and majors you might align with.
- Explore your academic interests by taking general education classes and speaking with professionals in fields that interest you.

GET INVOLVED

- Look for extracurricular opportunities to be a part of. Participate in SDC clubs, intramural sports, and ASB events.
- Facilitate your personal and social development by attending campus events and meeting new people in the community.

THINK AHEAD

- Consider how you will spend your summer. Look for summer job and internship opportunities that could develop you.

SOPHOMORE

SOLIDIFY YOUR ACADEMIC PLAN

- Set up an appointment to meet with a Student Success Coach if you have not settled on a major. Now is the time to choose the direction you're headed.
- Make a Career Path appointment to confirm where you're going or to figure out your steps to get there.
- Develop Marketable Experience
- Begin to deepen your involvement in extracurricular activities. If you haven't yet, get involved on campus.
- Broaden your cultural perspective by participating in a study abroad program.
- Volunteer and network within your local community and church.
- Start attending different workshops, seminars, panels, and events hosted by the Career Development office. Begin to network with company representatives.

STAY FRESH

- Update your Hire-a-Hawk profile, resume, and LinkedIn Profile. Make an appointment with the Career Development office to have your resume reviewed.
- Audit your online image. Monitor social networking pages to cultivate a positive and professional presence.

PREPARE FOR NEXT STEPS

- Research and apply for internships. Internship Info Sessions to learn more about obtaining academic credit for your internship.
- Attend the SDC Career Fair put on by the Career Development office. Look for opportunities to further develop yourself in the summer months.

JUNIOR

GET ACTIVE

- Seek out leadership opportunities within your extracurricular activities. Hone in on those skills and learn what it means to be a team player.
- Attend career fairs, workshops, and seminars to meet potential employers and learn about what opportunities could lie ahead. As you go to these events, begin to network, and build connections in your areas of interest.
- Travel cross-culturally through study abroad programs, or elsewhere to gain a greater understanding of the world and to further develop your skillsets and resume.
- Complete a career-related internship and attend an Internship Information Session to know what it takes to get academic credit for your internship.

REMAIN RELEVANT

- Rejuvenate your resume, LinkedIn profile, and Hire-a-Hawk profile with any activities, experiences, or jobs that you could add from the last year.
- Begin cultivating an online brand for yourself. Follow organizations, companies, and leaders that spark your interest on social media.
- Practice and sharpen your interview skills by scheduling a Mock Interview at the Career Development office. Grow from the feedback and come back your Senior Year!

PLAN YOUR PATH

- Explore the world of graduate/professional schools. Decide what will be the right step for you after obtaining your undergraduate degree. Attend a Graduate Fair to gain more information and helpful tips.

SENIOR

PUT IT INTO WORDS

- Practice telling your story. Articulate who you are, what you've done, and where you're going.
- Schedule a Mock Interview at the Career Development office. Simulate the "real world" and get immediate feedback.

FINE TUNE

- Review your resume and LinkedIn profile and make finishing touches. For additional help, set up a Resume Review/LinkedIn Profile Review appointment, drop in during Walk-In hours, or upload your resume to Hire-a-Hawk.
- Manage your online branding and stay pertinent on social media. Follow companies/organizations, read articles, and attend conferences or seminars.

COMMENCE THE HUNT

- Attend career fairs, employer presentations, and recruiting sessions put on by the Career Development office. Network with the company representatives and make a name for yourself.
- Develop your job search strategies and begin the process. Log on to Hire-a-Hawk daily to see new job postings.
- If you're going the graduate/professional school route, apply for graduate schools and prepare for the exams that you will be taking for entry.
- Spread the News
- Share your success story with the Career Development office! Encourage other students as they go along in the process and let us support your journey



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