

# Student

## 4 year Career Development Guide

Stephen F. Austin State University-Center For Career and Professional Development  
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	FRESHMAN Explore	SOPHOMORE Experiment	JUNIOR Experience	SENIOR Excel
<input type="checkbox"/>	<b>Orient yourself to college life:</b> <ul style="list-style-type: none"> <li>Academic support &amp; student program building locations</li> <li>Make study commitments</li> <li>Get involved now!</li> </ul>	<input type="checkbox"/> <b>Meet with a Career Coach to discuss:</b> <ul style="list-style-type: none"> <li>Your major and experiential education opportunities</li> </ul>	<input type="checkbox"/> <b>Reassess your career goals, consider alternative career plans and <b>monitor</b> your academic progress</b>	<input type="checkbox"/> <b>Shift job search into high gear:</b> <ul style="list-style-type: none"> <li>Jobs4Jacks website</li> <li>Prof. networking</li> <li>Faculty/Advisors mentors</li> <li>Job search websites</li> <li>Utilize Career Services</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> Keep your options open while exploring the academic world by taking <b>elective courses &amp; considering internships now</b>	<input type="checkbox"/> Join organizations & <b>talk to faculty</b> related to your field interest/major to enhance your knowledge & skills	<input type="checkbox"/> Take a <b>leadership role</b> in organizations to <b>develop teamwork, leadership &amp; interpersonal skills</b>	<input type="checkbox"/> <b>Narrow down your choice of graduate or professional schools:</b> <ul style="list-style-type: none"> <li>Take admission test(s)</li> <li>Request recommendation letters</li> <li>Apply for scholarships</li> <li>Complete applications</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> <b>Meet with a Career Coach to discuss:</b> <ul style="list-style-type: none"> <li>Major/Minor</li> <li>Career goals</li> <li>Exploring/Researching Career opportunities</li> </ul>	<input type="checkbox"/> <b>“Reality-test” your career options:</b> <ul style="list-style-type: none"> <li>Internships/externships</li> <li>Job shadow</li> <li>Volunteer</li> <li>Part-time employment</li> </ul>	<input type="checkbox"/> <b>Utilize Career Services:</b> <ul style="list-style-type: none"> <li>Resume critiques</li> <li>Mock interviews</li> <li>Information sessions</li> <li>On-campus interviews</li> <li>Networking</li> </ul>	<input type="checkbox"/> <b>Attend Career Fairs to:</b> <ul style="list-style-type: none"> <li>Brand yourself</li> <li><b>Identify &amp; target employment opportunities</b></li> <li>Refine your job search skills</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> <b>Get involved!</b> <ul style="list-style-type: none"> <li>Join a student activity/organization of interest</li> <li>Obtain a part-time job</li> <li>Volunteer for a service project</li> </ul>	<input type="checkbox"/> Build on your “living” resume and <b>develop relationships with staff &amp; faculty</b> <ul style="list-style-type: none"> <li>Visit our website for tips and tools</li> </ul>	<input type="checkbox"/> <b>Research graduate or professional schools:</b> <ul style="list-style-type: none"> <li>Admission test(s)</li> <li>Consider faculty &amp; administrators as references</li> <li>Note application deadlines</li> </ul>	<input type="checkbox"/> <b>Polish your professional image:</b> <ul style="list-style-type: none"> <li>Update your resume and start applying for jobs</li> <li>Purchase professional attire</li> <li>Clean up your social media accounts</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> Create a “ <b>living</b> ” resume or translate your high school resume to a college one <ul style="list-style-type: none"> <li>Visit our website for resume writing tips and tools</li> </ul>	<input type="checkbox"/> <b>Attend Career Fairs to :</b> <ul style="list-style-type: none"> <li>Build your network</li> <li>Learn about occupations and employers in your field of interest</li> <li><b>Find out what skill set employers are seeking</b></li> </ul>	<input type="checkbox"/> Continue to <b>update your resume &amp; fine tune your job search skills</b> <ul style="list-style-type: none"> <li>Visit our website for tips and tools</li> </ul>	<input type="checkbox"/> Harness the <b>power of networking</b> - the key to a successful job search: <ul style="list-style-type: none"> <li>Information Sessions</li> <li>Professional orgs.</li> <li>Social media (LinkedIn, FB)</li> <li>Faculty, family &amp; friends</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> <b>Attend Career Fairs to:</b> <ul style="list-style-type: none"> <li>Create your professional network</li> <li>Learn about occupations and employers in your field of interest</li> </ul>	<input type="checkbox"/> <b>Declare a major by the end of the academic year:</b> <ul style="list-style-type: none"> <li>Meet with your career coach to solidify a major</li> <li>Meet with your academic advisor to make it official!</li> </ul>	<input type="checkbox"/> <b>Attend Career Fairs to:</b> <ul style="list-style-type: none"> <li>Expand your professional network</li> <li>Market yourself</li> <li>Narrow down prospective companies for employment</li> </ul>	<input type="checkbox"/> <b>Complete the graduate survey</b> so that we can stay informed on your post graduation success and offer our services as needed

