FOR PARENTS

FRESHMAN YEAR
- Begin the transition by shifting your role as a parent to that of a supporter. Encourage your student to make good grades and meet with professors at least once a semester.
- Talk with your student about getting involved through a student activity, organization, part-time job or volunteering.
- Encourage your student to begin a four-year career development plan.
- Help your student get a jump start on experiential learning through internships/externships in their first year at SFA.

SOPHOMORE YEAR
- Talk with your student about career exploration or their major/minor and encourage their research in different areas of interest.
- Listen to what your student is talking about concerning THEIR career and major choice.
- Strongly encourage your student to utilize CCPD for career coaching, résumé critiques, mock interviews and career fairs.
- Remind your student about looking into internship/externship opportunities as well as part-time jobs related to their field.

JUNIOR YEAR
- Urge your student to foster meaningful and supportive relationships with faculty members.
- Encourage your student to get involved in activities that will enhance their academic experience and make him/her more marketable (leadership role in an organization, service learning projects).
- Highly recommend attending career fairs and other career-related events in order to establish a professional brand, narrow down prospective employers and increase their network and job opportunities. Remind student about looking into internship opportunities as well as part-time jobs related to their field.
- Advise your students to be aware of their online presence and clean up social media accounts for viewing by prospective employers.

SENIOR YEAR
- Strongly recommend that your student utilizes CCPD for career fairs, job searching skills, résumé critiques and mock interviews.
- Remind your student to nurture relationships with faculty members and key administrators on campus.
- Encourage/assist your student in purchasing professional attire.
- If on a graduate school track, remind your student to take appropriate entrance exams, request letters of recommendation, apply for scholarships and complete applications before deadline.

FOR STUDENTS

FRESHMAN YEAR: EXPLORE
- Meet with a career coach to discuss: major/minor, career goals and exploring/researching career opportunities.
- Get involved! Join a student activity/organization of interest, obtain a part-time job and/or volunteer for a service project.
- Create a “living” résumé or translate your high school résumé to a college one. Visit our website for résumé writing tips and tools.
- Attend career fairs to create your professional network, and learn about occupations and employers in your field of interest.

SOPHOMORE YEAR: EXPERIMENT
- “Reality-test” your career options: internships/externships, job shadow, volunteer and part-time employment.
- Build on your “living” résumé and develop relationships with faculty and staff members. Visit our website for tips and tools.
- Attend career fairs to build your network, learn about occupations and employers in your field of interest, and find out what skill set employers are seeking.
- Meet with your career coach to solidify a major and meet with your academic adviser to make it official!

JUNIOR YEAR: EXPERIENCE
- Reassess your career goals, consider alternative career plans and monitor your academic progress.
- Take a leadership role in organizations to develop teamwork, leadership and interpersonal skills.
- Utilize CCPD: résumé critiques, mock interviews, information sessions, on-campus interviews and networking.
- Continue to update your résumé and fine tune your job search skills by visiting our website for tips and tools.

SENIOR YEAR: EXCEL
- Shift job search into high gear: Jobs4Jacks website, professor networking, faculty/advisor mentors and job search websites.
- Attend career fairs to brand yourself, identify and target employment opportunities, and refine your job search skills.
- Polish your professional image: update your résumé and start applying for jobs, purchase professional attire and clean up your social media accounts.
- Complete the graduate survey so that we can stay informed on your post graduation success and offer our services as needed.