

1<sup>st</sup> year:

Self Evaluation and Career Planning

**What To Do:**

Learn

- Drop by the Career Cafe in Room 218 in the Thompson Student Center and learn how Peer Career Mentors can assist.
- Undecided about your major? Take advantage of Career Counseling, [MYPlan](#), and other career assessments.
- If a major is declared, learn about your major's requirement and prerequisites to achieve your career goal.

Explore

- Check out part-time jobs and internships on [Handshake](#) to see what is available to you to begin gaining experience for your resume.
- Check out the Career Services website and our [helpful resources](#)
- Attend [job fairs](#) to explore career opportunities.
- Ask individuals [Informational Interviewing questions](#) to help you learn more about your career interests.
- Explore Disney or other [internship opportunities](#).
- Join one of the professional organizations on campus in the career field that interests you.
- Seek resume assistance, its never too early to begin building your resume! See our [Workshop page!](#)

**Summer Vacation:**

- Get a summer job or internship in the field you are considering to help give you insight into if you will truly like working in that field.
- Seek scholarships to help pay for your education
- Develop a strong work ethic.
- Gain maturity and an understanding of how to work with other people.

## 2<sup>nd</sup> Year

### Career Exploration Investigation

#### **What To Do:**

##### Narrow

- Narrow down your career options to find what matches your interests and values.
- Check out [O\\*Net](#) or [Texas Reality Check](#) to determine pay scales and set realistic life goals!
- Undecided about your major? Take advantage of Career Counseling, [MYPlan](#), and other career assessments.
- Meet with your advisor and finalize your major selection based on your interests and values.

##### Build

- Begin to build or continue building your [resume](#).
- Consider career-related activities (i.e. summer jobs, part-time jobs, job fairs, volunteer work, internships and student organizations- some of these options can be found on [Handshake](#)).
- Consider adding a minor to your degree or participating in study abroad to gain more experience and become well-rounded to employers.
- Build your career development skills by attending workshops, career job search, and talking to a Career Coach at Career Services.

##### Connect

- Don't wait until your last semester to begin job searching, attend job fairs.
- Ask individuals [Informational Interviewing questions](#) to help you learn more about your career interests.
- Clean up your social media profiles to leave potential employers with a good impression of you.
- Consider creating a LinkedIn account to expand your networking opportunities.

#### **Summer Vacation:**

- Get a summer job or internship related to the major choice you are pursuing.
- Establish professional references.
- Develop computer and job-related skills.
- Gain knowledge of the workplace.

3<sup>rd</sup> Year:

Gaining Career Experiences

**What To Do:**

Plan

- Undecided about your career path? Take advantage of [MYPlan](#) and the Peer Career Mentors!
- Inventory your skills and abilities, drop into the Career Cafe to help with this.
- Plan your job-search campaign, Career Cafe can help.
- Set realistic job expectations, including pay!
- Put your resume online on [Handshake](#).
- Begin evaluating your postgraduate choices (graduate school or employment).
- Attend [job fairs](#) and network with employers.
- Attend FREE [Workshops](#) and [Dining Etiquette Dinners](#) (\$25 fee).
- Consider conducting research with faculty within your desired field to gain even more valuable hands on experience.
- Partake in [internships](#) or volunteer experiences find some of these on [Handshake](#).
  - Need attire for this internship? Check out how the [Career Clothing Fund](#) can help!

Continue

- Continue to explore career opportunities related to your major, meet with Peer Career Mentors to help.
- Continue updating your resume with your skills and experiences.
- Continue to stay involved on campus as well as in your area of interest.

**Summer Vacation**

- Continue to develop computer and job-related skills, and knowledge of the workplace.
- Conduct informational interviews (talk to people who are working in fields you think you would like).
- Compile reference letters, awards, commendations, etc.

4<sup>th</sup> Year:

Job Search and Transition Into Workplace

**What To Do:**

Prepare

- Drop into the Career Cafe to ensure your job search skills are polished.
- If you have decided to pursue graduate school, schedule entrance exams and begin the application process with a couple of different institutions.
- Assume responsibility for finding employment.
- Create a backup plan in case your original plan does not work out at first.
- Update resume on [Handshake](#).
- Make a list of potential employers, research companies, network and interview Career Cafe can help!

Search

- Execute job-search campaign.
- Begin searching for a full-time job 3-6 months prior to graduation!
- Attend [job fairs](#) and schedule interviews with employers, send thank you notes after each interview in order to make a lasting impression on the potential employer.
- Ensure you have professional attire for those interviews- [Career Clothing Fund](#).
- Consider and review various job offers.
- Graduate! Congratulations!