

Yearly Checklists

Although no single path guarantees success, the following are steps we recommend.

Freshman

_____ Visit us and learn what the **Career Center** has to offer

- **Career Center** is located in the Melville Library (lower level) at the foot of the Zebra Path

_____ Use the Career Center's online student database (**ZebraNet**) to access job listings and receive targeted emails customized to your needs

_____ Learn more about yourself and your career options through self-assessment and research

- Enroll in **CAR 110 – Career Development and Decision Making class** for 2 credits
- Attend a **Career Decision Clinic** for career exploration and choosing your major_____ Get involved in community service and/or get a part-time job
- Attend our **Job Expos** – visit our [website](#) for dates and times
- Access volunteer positions through your [ZebraNet](#) account

_____ Familiarize yourself with all of the resources/departments available to you on campus and get to know faculty and staff

- Utilize your “Freshmen Guidebook” and “Student Handbook”
- Take advantage of your professors’ office hours and introduce yourself

Sophomore

_____ Explore academic majors

_____ Begin learning about occupations and industries of interest and conduct informational interviews

_____ Attend **Career Center** seminars to increase your knowledge in various areas including career exploration, interviewing skills, and job search techniques

_____ Join **campus clubs/organizations** to develop your leadership skills, meet new people, and build your resume

Junior

_____ Investigate work experiences in your area of interest and secure an internship

_____ [Learn how to develop materials you will need to conduct an effective job search](#)

_____ Register for **On-Campus Recruiting** (OCR) for access to internship and job opportunities and attend company presentations to develop contacts and learn more about your industry of interest

_____ Plan ahead now and arrange a practice (mock) interview with a counselor so you are prepared for the interview process

Senior

- _____ Obtain additional related work experience to expand your skills and increase your marketability
- _____ Perfect your portfolio showcasing evidence of your accomplishments, and reflections of learning experiences you are proud of
- _____ Increase your knowledge of the latest job market trends
- _____ Target your companies/organizations of interest and start sending out your resume
- _____ Apply for graduate programs if you are interested in furthering your education