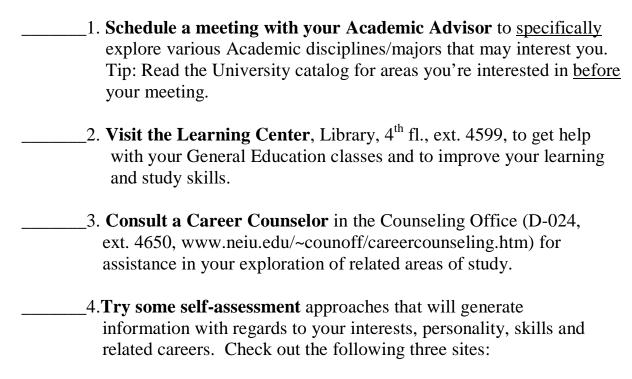
Career Planning Checklist for Freshmen

Now's the time to get started on thinking about a major and selecting a career track. As a freshmen, you should begin by:

- Following through on taking the math, writing and reading courses recommended by your placement tests.
- Using required General Education courses in various areas to test out your interests.

Along with the above, there are a number of other steps you can take to find out more about yourself and to gather the information you need to make the best possible choice.



- Career Development Manual www.cdm.uwaterloo.ca/index2.asp/
- Transferable Skills Survey www.d.umn.edu/KMC/student/loon/car/self/career_transfer_survey.htlm
- Majors and Careers www.princetonreview.com/cte/quiz/default.asp?career/

5. To discuss your self-assessment results and to further explore career ideas and options see a Career Counselor in the Counseling Office. Check the following sites for in-depth information on career choices you're considering:
 Occupational Outlook Handbook www.bls.gov/oco/
 America's Career InfoNet www.acinet.org/acinet/
 JobStar Guide for Specific Careers http://jobstar.org/tools/career/spec-car.php
 Careers in Business www.careers-in-business.com/
6. Consider conducting an Information Interview with a professional in a career that you're interested in. Contact a Career Counselor in the Counseling Office for coaching through this process.
7. If you think you might know what you want to major in, schedule a meeting with that departmental/major advisor.
8. Become involved with campus life. Join clubs that may interest you in general or be related to your career ideas. Become involved in extracurricular activities.
9. Search for a part-time job, summer job, or a volunteer opportunity in an area that interests you with the help of:
• Office of Student Employment (D-014, ext. 4695),
• Office of Career Services (B-119, ext. 4680, www.neiu.edu/~deptpoff/
 Dean of Students Office (B-125, ext. 4610, www.neiu.edu/~DeanSt/Index.htm).

Finally, always remember to **take school seriously**, develop good time management and study skills, concentrate on academics and keep your grades up...bad grades can seriously limit your career choices.