



**Action and reflection** are keys to choosing a major and career.  
This action-oriented plan will guide you through the career planning process.

## Freshman (0-29 hours)

## Sophomore (30-59 hours)

<b>Goals</b>	<ul style="list-style-type: none"> <li>• Learn about Career Advising.</li> <li>• Visit <a href="http://www.neiu.edu/careerservices">www.neiu.edu/careerservices</a></li> <li>• Learn about careers for various majors.</li> <li>• Begin self-exploration process: assess values, interests, skills, motivation.</li> <li>• Learn about campus support services, i.e., Writing Lab, Learning Center.</li> <li>• Develop good study skills &amp; establish strong GPA.</li> </ul>	<ul style="list-style-type: none"> <li>• Explore career possibilities &amp; learn about different jobs</li> <li>• Start networking—visit Career Advising for tips.</li> <li>• Participate in internships and cooperative education to gain experience &amp; learn about fields that interest you.</li> <li>• Research &amp; clarify career options after self-assessment.</li> <li>• Decide on major/career choice.</li> <li>• Complete major declaration form.</li> </ul>
<b>Communications</b> ( <i>Resume, Interviewing, etc.</i> )	<input type="checkbox"/> Create a list of your transferable skills.	<input type="checkbox"/> Draft cover letter & resume. Get Career Advisors to review. <input type="checkbox"/> Improve interviewing skills via <i>Perfect Interview</i> (in Career Advising).
<b>Job Search Strategy</b>	<input type="checkbox"/> Register online (Career Advising website) for <i>College Central Network (CCN)</i> to find part-time jobs on and off campus and to learn more about employers.	<input type="checkbox"/> Explore internships & part-time jobs in potential careers. See <a href="http://www.neiu.edu/careerservices">www.neiu.edu/careerservices</a> <input type="checkbox"/> Evaluate your presence on social media sites (Facebook, etc.) and remove compromising information.
<b>Networking</b>	<input type="checkbox"/> Attend programs on campus connected to careers of interest. <input type="checkbox"/> Get involved in student organizations related to potential careers.	<input type="checkbox"/> Conduct info interviews with professionals/alumni in careers of interest. Make at least one connection.
<b>Career Exploration and Self-Discovery</b>	<input type="checkbox"/> Research careers and majors via <i>MyPlan</i> <a href="http://neiu.myplan.com">neiu.myplan.com</a> <input type="checkbox"/> Meet with a career advisor, explore majors/careers and research topics that fit your interests. <input type="checkbox"/> Take general education courses that interest you. <input type="checkbox"/> Get involved in campus organizations & other activities. <input type="checkbox"/> Actively participate in FYE. <input type="checkbox"/> Create a career exploration portfolio/notebook to organize your notes/thoughts.	<input type="checkbox"/> Consider studying abroad for a summer or a semester. <input type="checkbox"/> Meet with faculty and advisors to discuss major/career options. <input type="checkbox"/> Explore career options via volunteering.

## Junior (60-89 hours)

## Senior (90+ hours)

<b>Goals</b>	<ul style="list-style-type: none"> <li>• Continue to build job search skills &amp; learn strategies.</li> <li>• Gain career-related experience via part/full time jobs, internships.</li> <li>• Explore different post-graduation options, including graduate or professional school.</li> </ul>	<ul style="list-style-type: none"> <li>• Refine networking &amp; job search strategy.</li> <li>• Narrow/finalize career choices.</li> <li>• Research labor market information.</li> <li>• If headed to graduate or professional school, prepare &amp; submit application.</li> </ul>
<b>Communications (Resume, Interviewing, etc.)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refine resume, cover letter, &amp; references.</li> <li><input type="checkbox"/> Practice interviewing skills via <i>Perfect Interview</i>.</li> <li><input type="checkbox"/> Review professional dress guidelines. Develop wardrobe for Interviews.</li> <li><input type="checkbox"/> Create career portfolio on <i>College Central Network (CCN)</i>.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete graduate application process if interested. Register for required grad school entrance exam.</li> <li><input type="checkbox"/> Print networking cards to hand out at events.</li> <li><input type="checkbox"/> Continue to add elements to your <i>College Central Network (CCN)</i> portfolio.</li> <li><input type="checkbox"/> Update /refine cover letter, resume, list of references.</li> <li><input type="checkbox"/> Always send each person a thank you letter the day after your interview.</li> </ul>
<b>Job Search Strategy</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create a <i>LinkedIn</i> profile.</li> <li><input type="checkbox"/> Join a professional association in your field.</li> <li><input type="checkbox"/> Seek out internships: visit Career Advising for help.</li> <li><input type="checkbox"/> Attend career events at NEIU &amp; elsewhere.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make appointment with Career Advising to develop job search plan.</li> <li><input type="checkbox"/> Follow up on all applications. Record status on job tracking sheet.</li> <li><input type="checkbox"/> Actively engage in multiple job search activities.</li> </ul>
<b>Networking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend conferences and workshops in your specialization.</li> <li><input type="checkbox"/> Join and participate in <i>LinkedIn's</i> professional groups. Target individuals/organizations on <i>LinkedIn</i> for informational interviews.</li> <li><input type="checkbox"/> Join NEIU <i>LinkedIn</i> groups: Northeastern Illinois University Alumni , Northeastern University Career Services, NEIU Education Students.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss the nature of different jobs with faculty, counselors, staff, friends, acquaintances, business contacts.</li> <li><input type="checkbox"/> Make sure everyone knows about your job search!</li> <li><input type="checkbox"/> Continue to attend career events on &amp; off campus. Watch for on-campus recruitment opportunities.</li> </ul>
<b>Career Exploration and Self-Discovery</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assume leadership roles in student organizations or volunteer groups.</li> <li><input type="checkbox"/> Complete an internship relevant to your goals.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete one or more internships.</li> <li><input type="checkbox"/> Read 2-3 articles per month on trends in your field to prepare for interviews.</li> <li><input type="checkbox"/> Present at the Student Research Symposium.</li> </ul>