

# 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.

\_\_\_\_\_ 1. **Schedule a meeting with your Academic Advisor** to specifically explore various Academic disciplines/majors that may interest you. Tip: Read the University catalog for areas you're interested in before your meeting.

\_\_\_\_\_ 2. **Visit the Learning Center**, Library, 4<sup>th</sup> fl., ext. 4599, to get help with your General Education classes and to improve your learning and study skills.

\_\_\_\_\_ 3. **Consult a Career Counselor** in the Counseling Office (D-024, ext. 4650, [www.neiu.edu/~counoff/careercounseling.htm](http://www.neiu.edu/~counoff/careercounseling.htm)) for assistance in your exploration of related areas of study.

\_\_\_\_\_ 4. **Try some self-assessment** approaches that will generate information with regards to your interests, personality, skills and related careers. Check out the following three sites:

- Career Development Manual  
[www.cdm.uwaterloo.ca/index2.asp/](http://www.cdm.uwaterloo.ca/index2.asp/)
- Transferable Skills Survey  
[www.d.umn.edu/KMC/student/loon/car/self/career\\_transfer\\_survey.html](http://www.d.umn.edu/KMC/student/loon/car/self/career_transfer_survey.html)
- Majors and Careers  
[www.princetonreview.com/cte/quiz/default.asp?career/](http://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/](http://www.bls.gov/oco/)
- America's Career InfoNet  
[www.acinet.org/acinet/](http://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/](http://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/](http://www.neiu.edu/~deptpoff/))
- Dean of Students Office (B-125, ext. 4610, [www.neiu.edu/~DeanSt/Index.htm](http://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.