

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)

Goals	<ul style="list-style-type: none"> • Learn about Career Services. • Visit www.neiu.edu/careerservices • Learn about careers for various majors. • Begin self-exploration process: assess values, interests, skills, motivation. • Learn about campus support services, i.e., Writing Lab, Learning Center. • Develop good study skills & establish strong GPA. 	<ul style="list-style-type: none"> • Explore career possibilities & learn about different jobs • Start networking—Visit Career Services for tips. • Participate in internships and cooperative education to gain experience & learn about fields that interest you. • Research & clarify career options after self-assessment. • Decide on major/career choice. • Complete major declaration form.
Communications (Resume, Interviewing, etc.)	<input type="checkbox"/> Create a list of your transferrable skills.	<input type="checkbox"/> Draft cover letter & resume. Get Career Services review. <input type="checkbox"/> Create portfolio on <i>College Central Network</i> . Add examples of your work. <input type="checkbox"/> Improve interviewing skills via <i>Perfect Interview</i> (in Career Services).
Job Search Strategy	<input type="checkbox"/> Research prospective employers using reference databases via NEIU's library. <input type="checkbox"/> Register online (Career Services website) for College Central Network to find part-time jobs on and off campus & learn more about employers.	<input type="checkbox"/> Explore internships & part-time jobs in potential careers. <input type="checkbox"/> Register for internship listserv www.neiu.edu/careerservices <input type="checkbox"/> Evaluate your presence on social media sites (Facebook, etc.) & remove compromising information.
Networking	<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.
Career Exploration and Self-Discovery	<input type="checkbox"/> Research careers and majors via <i>MyPlan</i> neiu.myplan.com <input type="checkbox"/> Meet with career counselor, explore majors/careers and research topics that fit your interests. <input type="checkbox"/> Take general education courses in major(s) that interest you <input type="checkbox"/> Get involved in campus organizations & other activities. <input type="checkbox"/> Actively participate in FYE. <input type="checkbox"/> Create 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)
Goals	<ul style="list-style-type: none"> • Continue to build job search skills & learn strategies. • Gain career-related experience via part/full time jobs, internships. • Explore different post-graduation options, including graduate or professional school. 	<ul style="list-style-type: none"> • Refine networking & job search strategy. • Narrow/finalize career choices. • Research labor market information. • If headed to graduate or professional school, prepare & submit application.
Communications (Resume, Interviewing, etc.)	<ul style="list-style-type: none"> <input type="checkbox"/> Refine resume, cover letter, & references. <input type="checkbox"/> Practice interviewing skills via <i>Perfect Interview</i>. <input type="checkbox"/> Review professional dress guidelines. Develop wardrobe for Interviews. <input type="checkbox"/> Continue to add elements to your <i>College Central Network</i> portfolio. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete graduate application process if interested. Register for required grad school entrance exam. <input type="checkbox"/> Print networking cards to hand out at events. <input type="checkbox"/> Update career portfolio on <i>College Central Network</i>. <input type="checkbox"/> Update /refine cover letter, resume, references. <input type="checkbox"/> Always send each person a thank you letter the day after your interview.
Job Search Strategy	<ul style="list-style-type: none"> <input type="checkbox"/> Create <i>LinkedIn</i> profile. <input type="checkbox"/> Join a professional association in your field. <input type="checkbox"/> Create job search tracking sheet to track job leads and applications. <input type="checkbox"/> Attend career events at NEIU & elsewhere. <input type="checkbox"/> Register for Business and Liberal Arts or Education listserv at neiu.edu/careerservices 	<ul style="list-style-type: none"> <input type="checkbox"/> Make appointment with Career Services to develop job search plan. <input type="checkbox"/> Follow up on all applications. Record status on job tracking sheet. <input type="checkbox"/> Actively engage in multiple job search activities.
Networking	<ul style="list-style-type: none"> <input type="checkbox"/> Attend conferences and workshops in your specialization. <input type="checkbox"/> Join and participate in <i>LinkedIn's</i> professional groups. Target individuals/organizations on <i>LinkedIn</i> for informational interviews. 	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss the nature of different jobs with faculty, counselors, staff, friends, acquaintances, business contacts. Network! <input type="checkbox"/> Continue to attend career events on & off campus. Watch for on-campus recruitment opportunities.
Career Exploration and Self-Discovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assume leadership roles in student organizations or volunteer groups. <input type="checkbox"/> Complete an internship relevant to your goals. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete one or more internships. <input type="checkbox"/> Read 2-3 articles per month on trends in your field to prepare for interviews. <input type="checkbox"/> Present at the Student Research Symposium.