



4 Year Career Curriculum Guide

AUBURN UNIVERSITY CAREER CENTER

YOUR CAREER. OUR MISSION.

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FIRST YEAR - FALL SEMESTER

- ☐ Enroll in core courses and take U1000 and/or U1050
- ☐ Meet with career counselor (walk-in) to establish needs
- ☐ Develop professional resume (see **Resume Tip Sheet**)
- ☐ Register with Tiger Recruiting Link (TRL) at **jobs.auburn.edu**
- ☐ Attend Part-Time Job Fair and other career events
- ☐ Research organizations at **auburn.edu/stuorgs** and attend O*Days
- ☐ Join at least one social and/or service club/organization
- ☐ Update social networking sites to private and maintain professional behavior (See **Netiquette Tip Sheet**)
- ☐ Other: _____

FIRST YEAR - SPRING SEMESTER

- ☐ Schedule an appointment with career counselor to plan for summer and sophomore year
- ☐ Make an appointment with faculty member in major of interest to build network
- ☐ Meet with an academic or organization advisor
- ☐ Proactively meet peers to build interpersonal skills
- ☐ Attend Internship & Summer Job Fair
- ☐ Other: _____

ELECTIVES

- ☐ Use InterviewStream (**jobs.auburn.edu**) to practice interview skills
- ☐ Take FOCUS to gain more personal insight and career direction at **auburn.edu/career**

THIRD YEAR - FALL SEMESTER

- ☐ Review academic plan as relates to career options
- ☐ Enroll in electives that will make you more competitive for the world of work
- ☐ Get a part-time job or internship in related field
- ☐ Research career options in relation to your interests, skills, values and goals
- ☐ Attend career fairs and job search seminars
- ☐ Other: _____

THIRD YEAR - SPRING SEMESTER

- ☐ Conduct information interviews (see **Informational Interview Tip Sheet**), to network and gather information
- ☐ Attend career fairs and job search seminars
- ☐ Make employment/graduate school choices
- ☐ Continue to seek advice from faculty, advisors, and counselors
- ☐ Other: _____

ELECTIVES

- ☐ Compile self-evaluation and qualifications
- ☐ Build professional wardrobe

SECOND YEAR - FALL SEMESTER

- ☐ Enroll in career planning course (COUN 1000)
- ☐ Take Type Focus Assessments and Strong Interest Inventory to further identify values, interests and goals
- ☐ Schedule appointment with career counselor to discuss career questions and to develop a career plan
- ☐ Continue to be active in extracurricular activities and to develop interpersonal skills
- ☐ Join a career related and/or leadership development club
- ☐ Be mindful of your finances, creating a budget and avoiding debt
- ☐ Other: _____

SECOND YEAR - SPRING SEMESTER

- ☐ Research specific careers and required qualifications
- ☐ Investigate the employment outlook for your options
- ☐ Attend career days and career seminars
- ☐ Check into and participate in co-ops or internships
- ☐ Other: _____

ELECTIVES

- ☐ Get a job or internship related to field of interest
- ☐ Schedule mock interview to prepare for job and on-campus leadership position interviews

FOURTH YEAR - FALL SEMESTER

- ☐ Complete course requirements for major
- ☐ Discuss career choice with advisor/career counselor
- ☐ Maintain contact with faculty and administrators
- ☐ Continue relevant work experience
- ☐ Join professional organization
- ☐ Attend career fairs and job search seminars
- ☐ Other: _____

FOURTH YEAR - SPRING SEMESTER

- ☐ Schedule a mock interview
- ☐ Research specific information about employers
- ☐ Attend career fairs and job search seminars
- ☐ Update resume, have it reviewed and reload it into TRL
- ☐ Participate in on- and off-campus interviews
- ☐ Follow-up on job vacancy announcements
- ☐ Make career decision and prepare for employment
- ☐ Other: _____

ELECTIVES

- ☐ Send resumes and inquiry letters to target employers
- ☐ Evaluate career employment options