



OFFICE OF  
CAREER EDUCATION

# Career Planning Checklist

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## FIRST YEAR

Make this year a time for increasing self-awareness and exploring possible majors and careers.

- Visit the Office of Career Education to discuss majors
- Set a goal to achieve a 3.0 each semester
- Create a first draft resume and upload to Handshake
- Explore organizations on campus
- Take PathwayU (Career Self-Assessment) located on MyMU
- Consider participating in job shadowing

## SECOND YEAR

This year is critical setting career goals, selecting a major and becoming more involved in campus activities.

- Declare a major
- Attend the Career Fair to network with recruiters and explore job opportunities
- Focus on achieving or maintaining at least a 3.0 GPA
- Join and attend student organization meetings that relate to your major and career field
- Volunteer on and off campus
- Meet with your academic advisor
- Job shadow for career exploration experiences
- Continue to develop good relationships with professors
- Obtain summer and/or part-time jobs that relate to your chosen major
- Meet with a Career Coach to update your resume

## THIRD YEAR

Gain professional skills and experience through internships, volunteering on and off campus, and taking leadership roles in campus organizations.

- Secure an internship related to your field of study
- Use Handshake and meet with Career Education to gain job search skills
- Be a leader and practice communication and problem-solving skills in class and in student clubs
- Continue to keep GPA above a 3.0
- Have a Career Coach assist with updating your resume and practice interviews
- Find and develop professional references
- Purchase proper business attire for interviews and attend Career Fairs

## FOURTH YEAR

Fine tune professional skills and make a self-marketing plan. Do not wait until graduation; start early!!

- Prepare a final resume with good references
- Make job search a priority before graduation
- Find and attend events that will provide networking opportunities
- Attend Career Fairs on campus to seek employment opportunities
- Sign up for on-campus interviewing opportunities and company information sessions
- Practice interviewing, either virtually on Big Interview or in person through Career Education

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