

CAREER DEVELOPMENT TIMELINE

Use this as a guide toward your career destination



Explore

First year: Explore

- **Visit Career Services** in person and online.
- Develop good habits—go to class, study, and maintain good grades.
- **Start exploring** your interests—attend major/minor fair, talk to advisors, faculty, Career Services staff, alumni, etc.
- Join organizations.
- Use **FOCUS 2** online career planning tool; consider taking **CEP 101: Career Development** course in your second semester.



Expand

Sophomore year: Expand

- **Use Career Services resources**—workshops, résumé assistance, website, and co-op/internship assistance.
- Research career options related to your major. Use **FOCUS 2** and career websites.
- **Write a résumé** and upload it to **Handshake** to activate your account and begin searching for intern/co-op positions.
- **Expand your network** and involvement—attend career fairs, join organizations, take on leadership roles.
- Consider taking **CEP 101: Career Development** course, if you have not done so.

Junior year: Experience

- **Gain experience**—get an internship, co-op, or part-time job.
- Update résumé, schedule mock interview, use **Handshake**, InterviewStream and GoinGlobal.
- **Expand professionally**—talk to professionals in the field you are pursuing, attend career fairs, join professional organizations, build your professional wardrobe.
- Determine if graduate school is essential to your career path.
- Research potential employers.



Experience



Engage

Senior year and beyond: Engage

- **Prepare for your job search** and employment—use Career Services resources, update your résumé, attend workshops, use **Handshake**, come to on-campus interviews.
- If going to graduate school, complete exams and applications.
- **Engage in further professional development opportunities:** attend local association meetings, read professional/trade publications, etc.
- Attend career fairs, go on job interviews, evaluate offers, and accept one.