



Career Success Checklist Freshman Year

Self-Assessment, Asking Questions, Exploring Your Options

- Explore different majors: talk to professors, current students, and people working in these fields to learn more.
- Meet regularly with academic advisor
- Get involved in campus activities and volunteer opportunities-these develop your skills and broaden your experience.
- Be intentional about your college years. Write down short-and long-range goals.

Visit Career Services

- COMPLETE A CAREER EXPLORATION PACKET-Assessment tools include interest inventories, personality profiles, and academic capacity.
- MEET WITH A CAREER COUNSELOR for results of assessments to be interpreted and to assist in your continued path of exploration.
- VISIT CAREER SERVICES and get a token for DISCOVER-an interactive, internet-based career assessment and research system.
- LOG INTO e-RECRUITING, fill out your student profile and upload your resume. View jobs and internships posted for LSSU students.
- ATTEND FALL CAREER FAIR to find out more about prospective careers and internship opportunities.
- Apply for summer jobs/internships related to your career field.



Career Success Checklist

Sophomore Year

Career Exploration, Narrow Career Goal

- Select or reevaluate major. Begin identifying career options for your major.
- Meet regularly with academic advisor to confirm degree plan.
- Maintain involvement on campus. Join an academic club to explore career fields.
- Seek out career-related work experiences.

Visit Career Services

- DRAFT A PROFESSIONAL RESUME**-Attend a resume workshop or look through our reference guides for many samples.
- ATTEND FALL CAREER FAIR** to find out more about prospective careers and internship opportunities.
- LOG INTO e-RECRUITING** and upload your updated resume. View jobs and internships posted for LSSU students.
- MEET WITH A CAREER COUNSELOR** to discuss your career plans and to explore career options within those fields that interest you.
- Participate in Career Week activities.
- Apply for summer jobs/internships related to your career field.



Career Success Checklist Junior Year

Gaining Career Experiences, Making Connections

- Start to evaluate graduate and professional program options and requirements.
- Seek additional internship/volunteer experiences.
- Research potential employers and talk to recent graduates in your major about the job market and potential employers.
- Network! Network extensively-make professional contacts in your chosen area (alumni, personal contacts, conferences, professional organizations, job fairs, etc.)

Visit Career Services

- LOG INTO e-RECRUITING if you haven't already done so. View jobs and internships posted for LSSU students.
- ATTEND FALL CAREER FAIR to explore your options and network with potential employers in your field.
- ATTEND EMPLOYER INFORMATION SESSIONS-Career Services hosts employer/company information sessions. Great place to network and learn more about working for a specific company.
- HAVE RESUME CRITIQUED. Update and polish your resume-is it career specific? Stop by Career Services for guidance on developing professional resume, reference sheet, and cover letter that market career-related qualifications.



Career Success Checklist Senior Year

Prepare for Job Search and/or Graduate School

- Commit yourself to a thorough job search. Discuss career possibilities with Career Services, faculty, friends, acquaintances and network contacts.
- If you are planning to go to graduate school, take graduate school entrance exams and complete applications.
- Search the web for jobs and employer information-know how to perform company research. Identify companies and firms actively recruiting.
- Talk with individuals (professor, former employer, or mentor) who will serve as your references and give them a copy of your resume.
- Polish your interview skills-be able to articulate short and long term goals.

Visit Career Services

- LOG INTO e-RECRUITING, upload your final resume and view job vacancies regularly.
- PERFECT YOUR INTERVIEWING SKILLS. Meet with a career counselor to prepare for interviews or if you have concerns about transitioning from college to work.
- ATTEND FALL CAREER FAIR to discuss specific job openings with recruiters.
- Sign-up for on-campus interviews. Actively pursue job leads.
- Inform Career Services of employment/graduate school decision.