

# Career and Job Search Timeline

## Freshman



### Activities

- Establish strong academic skills.
- Consider on- or off-campus part-time employment. Build a work history.
- Explore the possibility of joining a club or student organization.
- Explore majors & minors if you're undeclared.
- Finalize your academic course of study if you have decided on a major.
- Visit Career Services to see what services are provided.
- Begin to develop your resume.
- Discuss your career plans with your RA, faculty with whom you interact, Career Services staff, etc.
- Attend ACAC's Annual Month of Majors.

## Sophomore



### Activities

- Declare a major & a minor if you have not done so already.
- Attend the Fall Job Fair to visit with employers & find out how to make yourself more marketable.
- Begin to tailor your part-time employment to the career field in which you are interested.
- View the Job Vacancy Bulletins posted on the Career Services' Web site.
- Consider the possibility of doing an internship between your junior & senior year.
- Expand your comfort level & familiarity with computers & technology.
- Familiarize yourself with all of the services provided by Career Services.
- Attend ACAC's Annual Month of Majors.
- Attend the Study Abroad Fair.

## Junior



### Activities

- Make an appointment with Career Services' staff to review your resume.
- Apply for/obtain an internship.
- Attend the Fall Job Fair & all job fairs.
- Develop student leadership skills; seek leadership positions with a group or organization to which you belong.
- Familiarize yourself with the on-campus interview process when companies visit to recruit.
- Begin/continue doing research as you decide which companies interest you.
- Practice your interview skills.
- Consider a job shadow opportunity during which you can observe someone who is working in the career field you have chosen.
- Attend the Study Abroad Fair.

## Senior



### Activities

- Finalize your resume & post it on the Career Services' Online Resume System.
- Attend the Fall Job Fair & all job fairs.
- Consider cutting back on your part-time work hours (just a little) so you can focus on your career search.
- Keep in constant contact with Career Services to see which companies are recruiting on-campus.
- Begin to relinquish leadership positions in student organizations (but stay involved).
- View the Job Vacancy Bulletins on the Career Services' Web site. Do this daily to check for new jobs.
- Sign up to receive E-mail notifications through the JOBOPPS Listserv—job postings, job fair announcements, on-campus interviews and more.