

CAREER DEVELOPMENT CHECKLIST

Using these checklists will help you organize your thoughts and career plans as you consider your future academic and career goals.

SECOND YEAR (31-60+ CREDIT HOURS)

ASSESS

- Reflect on your first year of college, specifically what you learned about yourself and your skills and interests. Tip: Don't be afraid to pivot if you aren't happy with your pathway.
- Think about how your skills, interests, values, and experiences can apply to your career or transfer goals.

EXPLORE

- Research and develop a transfer plan if you are continuing your education.
 - Research schools and programs and tour potential schools
 - Apply for scholarships
- Research and identify particular companies or industries you are interested in.
- Network: Talk to people who are working in your potential occupation(s) to gain advice and learn what they do everyday.

PREPARE

- Develop and work on career competencies.
- Gather letters of recommendation and potential references.
- Develop your post-grad plan
 - Research companies and create a targeted list

ENGAGE

- Update your resume, Handshake, and LinkedIn accounts to include your first-year experiences.
 - Review your materials with a Career Specialist.
- Apply for opportunities on Handshake and attend workshops and events.

POST GRADUATION

- Take Graduate Survey.