

DECIDE YOUR PATH

- Get to know yourself. Use the Career Exploration Guidebook to thoroughly explore your interests, values, and what you hope your life looks like in the future. The Career Exploration Checklist will help you clarify your career goals or major.

Semester 1

- Get crafty and make your own career vision board to remember your end goal when class gets hard.
- Log in to your Pirate Portal account to access Handshake – the virtual job posting platform for VC students.
- Complete your Handshake account to receive alerts about jobs and opportunities relevant to your interests. *Don't wish to receive emails from Handshake? No worries update your communication preferences for peace and quiet.*
- Create a LinkedIn account to start building your professional online network.
- Seek out mentors on campus with relation to your field. This could be a professor, staff member, coach, etc.
- Explore careers you can get with your major. Make a list of your top three careers of interest.

Semester 2

- Seek out ways to expand your knowledge of these career options. This could include shadowing, interviewing professionals, volunteering, attending community events, and joining organizations.
- Look into campus organizations or local organizations related to your field of interest. *For example, historical preservation societies, art leagues, writing clubs, etc.*
- Keep track of big class projects, service projects, and other relevant experiences. *For example, volunteering with Welding Rodeo or advertising your mock product in Team Building.*
- Start building your resume. Meet with the Career Services Coordinator for assistance if needed.
- Attend resume and interviewing workshops.

- Attend your first Career Fair.
- Seek out internship opportunities for the summer.
- Schedule a mock interview with the Career Services Coordinator to begin building your interviewing skills.

Semester 3

- Reflect on your interests again and look over your Career Exploration Guidebook. Has anything changed?
- Clean up your social media accounts. Employers will check them when you start applying for jobs.
- Update your voicemail, email, and other forms of communication to be sure they are professional.
- Think about marketable skills you are gaining throughout your education.
- Start thinking about and building a list of professionals you can use as references.
- Re-visit your resume again and turn it into the Career Services Coordinator for review.
- Update your LinkedIn with any new experiences and add professionals you have met along the way.
- Participate in mock interviews offered via your program or schedule a mock interview with the Career Services Coordinator.
- Familiarize yourself with industry trends.

Semester 4

- Attend campus workshops.
- Attend the Career Fair and bring several copies of your resume.
- Start job applications several months prior to graduation. Use the Job Application Tracker for help navigating the job search process.

CONSIDERATIONS FOR TRANSFER STUDENTS

- Research and choose a university that has your desired major.
- Familiarize yourself with their transfer requirements. Depending on the program you may need to build a resume or curriculum vitae.
- Attend Transfer information sessions on campus.
- Connect with the Career Center at your new institution to continue your career development.