



# Four Year Plan for Career Development

## ◆ Ready Resource 17

College of Business Administration ◆ Career Services

### First Year Students

---

- Identify campus resources and get to know the FHSU Community. Establish relationships with faculty members, academic advisors, peers, your Career Development Specialist, deans, staff and administrators.
- Develop good time management, goal setting and study habits. Strive to reach your G.P.A. potential.
- Think about what you love to learn and things you like to do in your spare time. Link these interests to a major and a future career.
- Assess your career interests, personality style, motivators, strengths and skills. Clarify your values
- Become familiar with the services provided by Career Services.
- Identify student organizations or volunteer activities that will enable you to explore interests and build skills. Take advantage of club field trips.
- Obtain relevant work experiences through internships, volunteering, part-time jobs and summer jobs.
- Research career fields that interest you through informational interviews, books, journals, etc.
- Write a resume. Determine areas you need to develop.
- Attend career development workshops and career fairs.
- Develop good communication skills, both oral and written.

### Sophomores

---

- Continue first-year activities.
- Meet with Career Services to discuss your career goals and job search strategies.
- Shadow someone for a day who works in a field you are considering.
- Determine the training needed, growth rate, expected salary range and possible locations for your desired career.
- Attend career development workshops to learn more about resume and cover letter writing, interviewing and internships.
- Take self-assessment inventories offered by Career and Academic Counseling Services, Picken Hall.
- Develop and enhance your skills through student organizations, volunteer work, internships and part-time employment.
- Begin a portfolio of your writing samples, accomplishments and projects.
- Continually strive to build skills in areas of importance to employers including oral and written communication, interpersonal relations, teamwork, leadership, analytical thinking, problem solving and computer skills.
- Attend presentations and lectures about careers of interest.
- Discuss career ideas with your academic advisor. Learn where recent graduates are working.
- Attend several career fairs and company information sessions. Become familiar with companies recruiting on campus and their expectations.
- Register with Career Services to become eligible to interview for internships through the on-campus interview program.

## Juniors

---

- Attend career development workshops.
- Meet with your advisor and Career Services Office to discuss career goals and job search strategies.
- Thoroughly research the career occupations you are considering.
- Obtain information on graduate or professional schools and entry requirements. Prepare for and take required exams (GRE, LSAT, GMAT, MCAT).
- Seek an internship, part-time or summer position that will enable you to gain experience in a field you wish to pursue.
- Polish your resume, cover letter and interview skills.
- Attend Career Fair and participate in appropriate campus interviews.
- Make contact and develop relationships with faculty and professionals in your areas of career interest to build your network and develop references.
- Hold a leadership position in a campus organization and serve on committees.
- Attend career development workshops to learn the most effective job search techniques.
- Register with Career Services to become eligible for campus interviews.
- Select elective courses that will broaden your academic foundation and expand your employment opportunities.
- Continue collecting material for your portfolio.
- Attend professional meetings and conferences.

## Seniors

---

- Attend career development workshops.
- Meet with your advisor and Career Services on a regular basis to assess your job search strategies and to have your resume and cover letter critiqued.
- Invest in an interview suit and leather folder.
- Participate in mock interviews.
- Register with Career Services to become eligible for campus interviews.
- Network with faculty, professionals and alumni in your field to discover job search techniques and opportunities
- Write letters of inquire, send follow-up letters and make phone calls.
- Participate in Career Fair, networking activities and campus interviews.
- Use the internet in your job search.
- Hold a leadership position in a campus organization and serve on committees.
- Use your school breaks to conduct prospective plant tours and company visits.
- Assume responsibility for making all decisions about your life's work and have realistic alternative career plans.
- Apply for graduate or professional school. Take appropriate admissions exams.
- Invest a little time each day in your job search. It usually takes three to nine months to find a position.
- Identify skills you have to offer employers, and research companies before you interview with them.

Upon accepting a position, report employment to Career Services Office, by completing a brief placement survey and withdraw from further interviews