



## CAREER SERVICES CENTER

# FOUR YEAR CAREER PLAN

"Preparing Students for the Workforce"



### FRESHMAN YEAR : *Awareness-University College*

- ☐ Join Jobs4Jags (Powered by Handshake), SU's source for jobs, networking and career related events. [www.subr.edu/careerservices](http://www.subr.edu/careerservices) (225)771-2200 Main Office
- ☐ Meet with your Academic Coach in University College to identify your major and career.
- ☐ Take career assessments (Sigi 3) to identify interests, skills, work values and personality preferences that are key factors in the career decision process. Visit the University Counseling Centers website.
- ☐ Explore the What Can I Do With This Degree? This series is posted on our website.
- ☐ Start gathering information on careers you are interested in pursuing.
- ☐ Visit the Office of Career Services (1100 T.H. Harris Hall).
- ☐ Explore career choices by using the Jobs4Jags Network System and personal contacts to set up informational interviews. (**Claim Your Handshake Account-Use your sus.edu email only**)
- ☐ Let Career Services help you transition your resume from high school to college.
- ☐ Learn appropriate attire for recruitment events. Purchase a portfolio, a business professional suit and shoes.
- ☐ Participate in the Freshman Interviewing Skills Workshop sponsored by the Business and Industry Cluster (Spring Semester).
- ☐ Attend career fairs and other events (Log onto: [www.subr.edu/careerservices](http://www.subr.edu/careerservices) to view our upcoming events.)

### SOPHOMORE YEAR: *Exploration*

- ☐ Join student organizations and professional associations related to your intended career field.
- ☐ Use our Job Search Tutorials to learn about resumes, cover letters, thank you notes and interviewing.
- ☐ When developing your resume, include transferable skills from all work experiences you have had.
- ☐ Upload your resume on Jobs4Jags and update your information on the system.
- ☐ Update your resume regularly with each new job you hold and/or student organization you join.
- ☐ Continue exploring occupations through our Web site, the Internet, newspapers, magazines and books.
- ☐ Visit the Office of Career Services ( 1100 T.H. Harris Hall).
- ☐ Meet with career counselors to develop a comprehensive search strategy for finding work experience.
- ☐ Schedule a mock interview to prepare you for future interviews.
- ☐ Start to clarify and confirm your career choices by gaining career-related work experiences.
- ☐ Pursue internships and co-ops through the On-Campus Interviewing Program.
- ☐ Attend career fairs and other events.

## JUNIOR YEAR: *Experience*

- Sign up for Professional Development Co-Op 201: Strategic Career Planning.
- Decide if graduate or professional school is necessary to reach your career goals. If it is, start planning at the beginning of your junior year and attend the Graduate & Professional School portion of the Career Expo in the fall.
- Conduct research to determine the types of entry-level positions for which you might qualify.
- Schedule an appointment to have your resume(s) and cover letter(s) critiqued.
- Update your resume and upload the revised version on Jobs4Jags.
- Learn more about appropriate attire for recruitment events. Purchase a business professional suit and shoes.
- Visit the Office of Career Services (1100 T.H. Harris Hall).
- Consider completing an internship or co-op to gain experience and build your resume.
- Fine-tune your interview skills by scheduling a mock interview with our career professional team.
- Use Jobs4Jags to participate in On-Campus Interviews.
- Attend career fairs and other special related events.

## SENIOR YEAR: *Transitions*

- Continue to follow the Graduate/Professional School Timeline, if applicable.
- Develop your personal statement and have it critiqued by Career Services.
- Identify professionals who are willing to serve as references and write letters of recommendation.
- Use Interfolio store and distribute your letters of reference and transcripts.
- Interfolio has been the best way to collect, manage, and showcase academic and professional credentials for applications to move into positions of higher education, post-graduate study, and other opportunities.
- Visit the Office of Career Services (1100 T.H. Harris Hall).
- Schedule a Mock Interview to prepare for full-time job or graduate/professional school interviews.
- Identify full-time job opportunities.
- Use Jobs4Jags to participate in the On-Campus Interviewing Program.
- Tailor your resume and cover letter to each full-time position for which you apply.
- Use your personal network to identify opportunities. Use Social Media in a professional manner.
- Send thank-you notes to employers with whom you interview and to your references.
- Attend career fairs and other programs sponsored by the Office of Career Services.
- Join the Jaguar Nation as a new alumnus! Support the University with your talent, time and preparedness.

