

CAREER DEVELOPMENT CHECKLIST

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

FIRST YEAR (0-30 CREDIT HOURS)

ASSESS

- ☐ Reflect on past experiences, activities, and classes you've enjoyed and think about why you enjoyed them. What made you interested or engaged?
- ☐ Identify your skills, interests, and values through self-reflection and career and personality assessments like [Focus2](#).
- ☐ Schedule a Career Conversation to talk about your assessments, reflections, and further guidance.

PREPARE

- ☐ Create academic and career goals.
- ☐ Consider different opportunities to gain experience, such as internships, study abroad programs, and part-time and volunteer positions.
- ☐ [Create/update resume and write a cover letter](#)
- ☐ [Submit to Employment Services for review](#)

EXPLORE

- ☐ Explore your interests by getting involved with [student organizations](#), campus events, and volunteer opportunities.
- ☐ Enroll in classes related to topics and potential careers that interest you.
- ☐ Research multiple career fields, industries, and work environments to discover your preferences.
- ☐ Consider your transfer options based on your career interests.

ENGAGE

- ☐ Create a [LinkedIn profile](#) and review your online presence
- ☐ Register on [Handshake](#).
- ☐ Develop your [elevator pitch](#).
- ☐ Pursue summer opportunities that align with your skills and experiences you want to explore.
- ☐ Attend workshops, job fairs, career expos, and other [informational/networking events](#)