

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.

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

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.

ENGAGE

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

POST GRADUATION

- ☐ Take Graduate Survey