

Your Career Coordinator: _____

To schedule an appointment or contact your career coordinator visit www.hireosugrads.com

1st Year

- Create a resume and have it reviewed by a Career Coordinator
- Activate and complete your hireosugrads.com profile
- Complete career assessments and identify majors connected to career interests
- Develop a career plan with career services and become aware of recruitment timelines
- Join student clubs or organizations
- Create a LinkedIn account including a professional photograph
- Establish relationships with faculty members, advisors, peers, and campus personnel
- Attend career workshops or presentations and employer information sessions
- Set academic goals that include a strong GPA, use tutoring services if needed

2nd Year

- Visit career services to update your resume and LinkedIn and hireosugrads.com profiles
- Begin networking by conducting informational interviews and/or job shadowing
- Prepare job/internship application materials including cover letters and reference pages
- Purchase interview attire and complete a mock interview or participate in mock interview day
- Attend career fairs and employer information sessions to job/internship search and network
- Attend career workshops or presentations during recruitment season
- Pursue related experience such as research, internships, volunteering or part-time jobs
- Maintain active involvement with campus clubs or organizations
- Maintain a strong GPA – address issues with time management or study skills through tutoring
- Focus on professional communication with peers, faculty and employers

3rd Year

- Visit career services to update your resume and LinkedIn and hireosugrads.com profiles
- Maintain a strong GPA – address issues with time management or study skills through tutoring
- Purchase interview attire and complete a mock interview or participate in mock interview day
- Attend career fairs and employer information sessions to job/internship search and network
- Attend career workshops or presentations during recruitment season
- Prepare job/internship application materials including cover letters and reference pages
- Pursue related experience including research, internships, volunteering or part-time jobs
- Pursue leadership or executive positions with campus clubs and organizations
- Develop relationships with those that could serve as references

4th Year

- Visit career services to update your resume and LinkedIn and hireosugrads.com profiles
- Prepare job/internship application materials including cover letters and reference pages
- Purchase interview attire and complete a mock interview or participate in mock interview day
- Attend career fairs and employer events to job/internship search and network
- Attend career workshops and presentations during recruitment season
- Attend employer information sessions to complete company research
- Complete salary research related to jobs and positions of interest
- Graduate with a strong GPA in order to be a competitive applicant for jobs or graduate schools
- Pursue leadership or executive positions with campus clubs and organizations
- Prepare graduate or professional school materials including personal statements or letters of intent
- Prepare for and schedule entrance exams for graduate or professional schools
- Request 3-5 individuals to serve as positive references
- Report employment and post-graduation plans to career services