

### **Freshman: Assess and Explore**

- Identify campus resources and get to know OSU and the Stillwater community. Establish relationships with faculty members, academic advisors, peers, deans, staff, and administrators.
- Develop skills in time management, goal setting, and study habits. Set a desired GPA each semester, and strive to reach it.
- Explore your skills, values, interests, and personality with assessments available through Career Services career consultants. The Kuder Career Assessment will provide you with an occupational outlook to gain an understanding of what academic path is required for each career option.
- Develop your communication skills, both oral and written.
- Identify and join student organizations or volunteer activities that will provide leadership opportunities, as well as enable you to explore interests and build skills.
- Become familiar with the services provided by OSU Career Services and the College Career Consultants within your college.
- Obtain relevant work experiences through internships, co-ops, volunteer work, part-time jobs, and summer jobs.
- Write a résumé and have it reviewed by your College Career Services staff. This will enable you to determine areas you need to further develop.
- Attend career development workshops.
- Attend Career Fairs to gather information on potential careers and employers.

### **Sophomore: Research**

- Continue first-year activities.
- Meet with your advisor and College Career Consultant to discuss your career goals and job search strategies. Learn where recent graduates are working.
- Make contacts and develop relationships with faculty and professionals in your field of study. Use these contacts to build your network and develop references.
- Research the training needed, growth rate, expected salary range, and possible locations for your desired career.
- Attend career development workshops to learn more about résumé and cover letter writing, interviewing skills, and internship opportunities.
- Develop and enhance your skills and marketability through student organizations, co-ops, internships, and part-time employment.
- Build skills in areas of importance to employers, including oral and written communication, teamwork, leadership, problem solving, and computer skills.
- Update your résumé.
- Become familiar with employers recruiting on-campus and their expectations. Attend information sessions and workshops where employers are speaking.
- Subscribe to the HIRE System, the on-campus interviewing and job posting system. This will make you eligible to apply for internships or co-ops. In many cases, interviews are held on campus.

### Junior: Focus

- Continue second-year activities.
- Meet with a Career Consultant to discuss career goals and job search strategies.
- Thoroughly research the employers who are of interest to you.
- Select elective courses that will broaden your academic foundation and expand your employment opportunities.
- Attend professional meetings and conferences.
- Seek an internship, co-op, part-time, or summer position to gain experience in your field of study.
- If you are interested in attending graduate school, get information on graduate programs and entry requirements. Prepare for and take the required entrance exam for graduate school.
- Continue building your network of faculty and professional contacts.
- Hold a leadership position in a campus organization and serve on committees.
- Attend career development workshops to learn the most effective job search techniques.
- Polish your résumé, cover letter, and interviewing skills.
- Update your HIRE System subscription.
- Attend Career Fairs.
- Send thank-you letters after each interview.
- Participate in a mock interview and or Interview Stream.

### Senior: Seek

- Continue third-year activities.
- Update your HIRE System subscription.
- Attend job-search workshops.
- Research job descriptions posted on the HIRE System to find skills that employers seek.
- Identify skills you have that meet employers' needs.
- Prepare for interviews by using the Internet, contacts from within the organization, and other resources to research employers and the position for which you are interviewing.
- Purchase the appropriate business attire and materials for Career Fairs, employer information sessions, and interviews. Buy an interview suit and leather folder.
- Meet with your advisor and College Career Consultant on a regular basis to assess your job search strategies and to review your résumé and cover letters.
- If considering graduate school, take the appropriate admissions tests.
- Participate in mock interviews and/or interview stream to fine tune your interviewing skills.
- Participate in career fairs, networking receptions, employer information sessions, and on-campus interviews.
- Write letters of inquiry to employers, send follow-up letters, and make phone calls.
- Use your school breaks to conduct prospective plant tours, informational interviews, Career Fair visits and employer visits.
- Send thank-you letters after each interview.
- Upon accepting a position, report employment to OSU Career Services and your College Career Services office.