

# Career Planning Checklist

## Self Assessment: First Year

- Take a career or self assessment
- Visit the Career Development website at [http://defiance.edu/pages/SL\\_career.html](http://defiance.edu/pages/SL_career.html)
- Take a Career Planning course (Career Exploration offered 2<sup>nd</sup> half of Spring Semester)
- Identify majors that relate to your interests, abilities, and values
- Develop a resume with OptimalResume <http://defiance.optimalresume.com>
- Register for College Central Network to find off-campus part-time jobs [www.collegecentral.com/defiance](http://www.collegecentral.com/defiance)
- Participate in Career Development programs and workshops
- Get involved in social/academic organizations on-campus

## Career Exploration: Second Year

- Make or confirm your choice of major. Begin exploring a double major or minor, if interested
- Use the Career Development website to research career fields and occupations connected to your major
- Talk with professionals in career fields and occupations that interest you
- Test career options through volunteer work, workshadowing experiences and part-time jobs
- Increase involvement in extracurricular activities and seek leadership roles
- Join an on-campus pre-professional organization
- Attend career-related programs and events sponsored by Career Development
- Update resume and register with College Central Network- the online board for jobs and internships [www.collegecentral.com/defiance](http://www.collegecentral.com/defiance)

## Career Decisions: Third Year

- Meet with a career counselor at the Career Center to determine career objective
- Explore your options and desire to attend graduate or professional school
- Explore the Career Development Website and Career Resource Library in the Career Development office for career references, graduate school guides and information on potential employers
- Conduct informational interviews
- Send for career materials from professional associations and consider joining one as a student member
- Develop relationships with advisors and faculty members. Identify individuals who will serve as references for graduate school or employment Assume a leadership role in campus organizations and/or volunteer projects
- Update your resume and develop interviewing skills <http://defiance.optimalresume.com>

- Devote a significant amount of time to seeking a summer job/internship related to your field
- Attend career-related programs and events sponsored by Career Development
- Take appropriate graduate and professional school entrance exams

## **Strategic Job or Graduate School Search: Fourth Year**

### **Job Search**

- Visit Career Development early for job search assistance
- Use appointments with Career Development, resources in Career Development office, and workshops for help with resume, correspondence, interviewing, and job search strategies
- Network with parents, friends, alumni and others
- Attend job fairs
- Explore job leads on internet
- Participate in mock interviews in the classroom or at OptimalInterview  
<http://defiance.optimalresume.com>
- Research potential employers
- Register with College Central Network for access to local and national full-time jobs  
[www.collegecentral.com](http://www.collegecentral.com)

### **Graduate and Professional School**

- Complete applications and take the appropriate entrance exams (if you have not already)
- Request faculty members and employers to serve as references.
- Use appointments and resources in Career Development for help with resumes, correspondence, admission essays, and interview strategies