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
☐ Take a Career Planning course (Career Exploration offered 2nd 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
☐ 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

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](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