



## SEVEN “Highly Effective” STEPS: Semester Career Planning Made Simple

### Freshman Year - First Semester

1. \_\_\_\_\_ Meet with career counselor to learn about services available at/through [HF CDC](#).
2. \_\_\_\_\_ Take a “career test” to: **a** - Discover your interests, abilities, values, personality type through [assessments](#) and [research](#) and **b** - Explore college [majors](#) and [potential career paths](#).
3. \_\_\_\_\_ Review [undergraduate catalog](#) for course descriptions & requirements of [possible majors](#)
4. \_\_\_\_\_ Talk with people in each major area in which you have an interest: professors, [advisors](#), etc.
5. \_\_\_\_\_ Meet with your advisor to learn about [courses](#) that might help determine areas of interest.
6. \_\_\_\_\_ Dedicate yourself to doing well academically – go to class and participate – develop good study skills and take advantage of [campus resources](#) that can help you.
7. \_\_\_\_\_ Enroll in the HF CDC Career Class. See a [career counselor](#) for details.

### Second Semester

1. \_\_\_\_\_ Expand career horizons through [informal conversations](#) – talk with family members, friends, acquaintances – network with professionals in fields that interest you.
2. \_\_\_\_\_ Research [career fields](#) in Career Center library and [online](#).
3. \_\_\_\_\_ Attend [career fairs and other events](#).
4. \_\_\_\_\_ Get involved with [on- and/off- campus organizations](#) to develop “transferable” skills. [Explore various ways](#) of honing these skills.
5. \_\_\_\_\_ Begin developing a [resume](#) to update each year. Use this [worksheet](#) to get you started.
6. \_\_\_\_\_ Consider a [summer internship](#) to begin acquiring [work experience](#) in an area of interest. Use [Career Center internship postings](#) as a place to start looking.
7. \_\_\_\_\_ Obtain a [part-time job](#) or do some [volunteering](#), if not interning over the summer.

### Sophomore Year - First Semester

1. \_\_\_\_\_ [Use DISCOVER online](#) and other [resources](#) to continue exploration of [self](#), [majors](#), and [careers](#).
2. \_\_\_\_\_ Attend [career fair and other events](#).
3. \_\_\_\_\_ Identify and research occupations related to possible majors through [DISCOVER](#), [online assessments](#), and other [resources](#).
4. \_\_\_\_\_ Choose your [college major](#) – study what you love!
5. \_\_\_\_\_ Enroll in career class. See a [career counselor](#) for details.
6. \_\_\_\_\_ Keep your grades up. Need help with studying? The [A-LEC](#) can help!
7. \_\_\_\_\_ Expand knowledge of [career opportunities](#): **a** - [Read about careers](#) (Career Center library, online). There are many online resources available, including: [CollegeBoard.com](#), [WetFeet.com](#), and [Vault](#); **b** - Talk with professionals in interesting careers -- [informational interviews](#) -- and get [tips about how to conduct them](#); **c** – Spend a typical day on the job with a few professionals in different careers ([job shadowing](#)); and **d** – Meet with faculty, career counselor, academic advisor.

### Second Semester

1. \_\_\_\_\_ Attend [career fair and other events](#).
2. \_\_\_\_\_ Research organizations and companies that offer [internships](#) – [find one](#) related to your career interests.
3. \_\_\_\_\_ Update your [resume and cover letter](#) for your summer internship / part-time job search. [Review sample resumes and cover letters](#).
4. \_\_\_\_\_ Build your networking contacts for [references](#) (professors, advisors, supervisors). [Read tips](#) about securing references. See sample reference sheets [here](#) and [here](#).
5. \_\_\_\_\_ Take on leadership roles in on/off campus activities. [Develop transferable skills](#).
6. \_\_\_\_\_ Apply to become a Career Center Advocate. Contact the Career Center for more information.
7. \_\_\_\_\_ Secure a summer internship.

## Junior Year - First Semester

1. \_\_\_\_\_ Meet with a [career counselor](#) to develop a specific plan of action outlining post-graduation plans. Contact Career Center to schedule an appointment. Review and adjust academic plan to prepare for career choices.
2. \_\_\_\_\_ [Explore](#) 2 or 3 promising career alternatives in depth through various [resources](#), including [websites](#) and [job profiles](#), by attending the [career fair and other recruiting events](#). Narrow career choices and make tentative career decisions. Continue [informational interviews](#). Also review tips [here](#).
3. \_\_\_\_\_ Research potential [employers and positions](#): become familiar with work settings and job descriptions. Other links to company research can be found [here](#) and [here](#).
4. \_\_\_\_\_ Apply to become a Career Center Advocate. Contact the Career Center for information.
5. \_\_\_\_\_ Enroll in Employability Training Class (HFCDG). Contact the Career Center for more information.

## Second Semester

1. \_\_\_\_\_ Attend [career fair and other recruiting events](#).
2. \_\_\_\_\_ Have a [distribution-ready resume](#) for internship/part-time job, and to prepare for job search after graduation. Utilize other resume handouts such as [here](#).
3. \_\_\_\_\_ Practice writing [cover letters](#). You can also find writing tips and samples [here](#).
4. \_\_\_\_\_ Schedule at least one [mock interview](#) with a career counselor.
5. \_\_\_\_\_ Study [abroad!](#) It is critical to broaden your cultural perspective.
6. \_\_\_\_\_ Take another [summer internship/part-time job](#).
7. \_\_\_\_\_ Thinking about [graduate school](#)? Talk to faculty members and career counselors to get their ideas.

## Summer

1. \_\_\_\_\_ Research schools for graduate programs utilizing various online resources, including [DISCOVER](#). Also [research funding options](#) for graduate school.
2. \_\_\_\_\_ Find out about [deadlines for applications](#).
3. \_\_\_\_\_ Find out which [standardized tests](#) are required for admission.
4. \_\_\_\_\_ Get to know your professors so they can provide a reference for you.

## Senior Year - First Semester

1. \_\_\_\_\_ Make full use of [HFCDG resources](#).
2. \_\_\_\_\_ Attend [career fair and other events](#).
3. \_\_\_\_\_ Network!! Get tips [here](#) and [here](#).
4. \_\_\_\_\_ Develop multiple avenues to job search (recruiting is just one of many ways), such as [MustangTrak](#), [online sources](#), [job posting sites](#), [career fairs and other events](#). Keep in mind [safety tips](#) when job searching online.
5. \_\_\_\_\_ Schedule a [mock interview](#) – practice to develop [effective interviewing skills](#).
6. \_\_\_\_\_ Finalize your [resume](#) and work on [cover letters](#).
7. \_\_\_\_\_ Attend [company information sessions](#).

## Second Semester

1. \_\_\_\_\_ Attend [career fair and other events](#).
2. \_\_\_\_\_ Research [employers](#) before interviews! (Use HFCDG resources, BIC, Fondren Library, online resources)
3. \_\_\_\_\_ Have references ready to go. A sample reference page can be found [here](#).
4. \_\_\_\_\_ [Interview](#) for jobs! Contact the Career Center to schedule a mock interview.
5. \_\_\_\_\_ Narrow your graduate school choices.
6. \_\_\_\_\_ Complete entrance exams.
7. \_\_\_\_\_ Complete graduate school application materials.

## Summer

1. \_\_\_\_\_ Register with [Alumni Services](#) and stay connected with SMU.
2. \_\_\_\_\_ Make note that you can visit the [HFCDG](#) anytime for FREE career assistance for life!
3. \_\_\_\_\_ Enjoy your future pursuits and GOOD LUCK!