

BACHELORS — SENIOR / FALL SEMESTER

ASSOCIATE—SEMESTER 4

CERTIFICATE—SEMESTER 2

___ **Pick up the pace!** These should be completed this year!

- ___ Resume/Cover Letter
- ___ Register on PSC Career Central
- ___ Build your Career Portfolio
- ___ Career Action Plan Checklist
- ___ Interview Preparation
- ___ Obtain 3 References & Transcripts

___ **Job hunting should be in FULL SWING now!** Check our Job Boards and web listings at least once a week for job vacancies and employer recruiter announcements. Research links and company websites for career opportunities.

___ **REFLECT & REVIEW!** Stay on track. Finding a job is a full-time job that requires time and effort. We can help...but it takes effort and determination. Follow-through on your leads. Send thank you notes to those who have supported you and following interviews.



BACHELORS — SENIOR / SPRING SEMESTER

ASSOCIATE—SEMESTER 4

CERTIFICATE—SEMESTER 2

___ Make sure you plan ahead and prepare well for this **Spring Job Fair**. **Get to the Pre-Job Fair PREP RALLY** held before Job Fair to practice INTERVIEWING and get your RESUME updated and critiqued.

___ **GET ONBOARD PSC CAREER CENTRAL!** Look to see who's coming to the Spring Job Fair and research companies before they arrive. Continue to check our job listings and recruiter announcements weekly and check web links in your field periodically.

___ Check in with all your **networking contacts** and let them know that you are scheduled to graduate soon. Make sure you **follow up** with all interviews and phone calls with appropriate responses.

___ **BE A CAREER ACTIVIST!** The only career action you will get after graduation is the action YOU initiate. Attend the workshops and make an appointment before graduation with our office to be sure you have all the materials that you will need, and the knowledge of how to use them to your best advantage!

___ **CONGRATULATIONS!** Please complete the **ALUMNI SURVEY** and stay connected with your Alma Mater, as well as provide feedback. **ALUMNI HAVE ACCESS TO CAREER SERVICES RESOURCES!** (June 2008)

PLANNING YOUR CAREER

The Step-by-Step Process

Career Services Office
Phelps Smith Admin, X6082
M-F 9am to 4pm or
By appointment
ddutcher@paulsmiths.edu



The following **checklist** is a suggestion of activities to complete each semester in order to be prepared and feel confident when you receive your diploma. The earlier you can check off the items, the more marketable you will be to employers and graduate educators. **Check off each task as you complete it.**

BACHELORS — FRESHMAN / FALL SEMESTER

ASSOCIATE—SEMESTER 1

CERTIFICATE—SEMESTER 1

___ **GET TO KNOW US!** Visit Career Services to learn what is in our Career Resource Center. You'll find a wide range of career information, summer Jobs and externship possibilities and a computer lounge area.

___ Sign up for a Resume Workshop, career interest assessment and get information on **PSC CAREER CENTRAL**, our online interactive job management system. Keep your profile UPDATED & CURRENT!

___ Make an appointment with the Career Coordinator who can assist you with selecting your major and career field, even if you've chosen already and are just not sure. Pick up handouts on Career Tips & Advice!

___ **START YOUR CAREER PLANNING FILE.** A 3-ring binder or filing folders will do. Obtain work **references** from your prior employers. Ask for a "To whom it may concern" letter on their own letter-head. Start your "official" Career portfolio during your Junior year.

___ We encourage you to attend the **Fall Job Fair** in October. Attend workshops that will prepare you to make a good impression. Make sure you have a critiqued resume to bring with you; dress appropriately. This is a great way to impress employers and start a network conversation!

BACHELORS— FRESHMAN / SPRING SEMESTER

ASSOCIATE-SEMESTER 1

CERTIFICATE-SEMESTER 1

___ Select a student organization on campus and ask its Student Leader how to become involved. Check out volunteer opportunities through the Student Activities Office. These will be very important for your resume.

___ **Start Networking!** Go to **Spring Job Fair** in March. Make sure you have an updated, critiqued resume if you are job-searching or prepare an introductory elevator speech. Ask employers relevant questions. Ask about the company and if there is a contact related to your major. You may be surprised at hidden opportunities within companies! Just Ask!

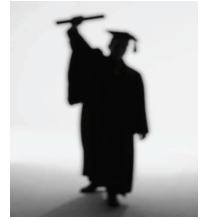


BACHELORS — SOPHOMORE / FALL SEMESTER
ASSOCIATE—SEMESTER 2
CERTIFICATE—SEMESTER 1

- _____ If you still have questions about choosing a major and applying a major to a career, now is the time to **use FOCUS, our online career and educational planning tool that is self-guided and easy to use.** Requires a Keycode and appointment with the Career Coordinator.
- _____ Obtain work **reference letters** from your summer employer. Get a “To Whom it May Concern” letter on their letterhead. Keep this in your file.
- _____ Attend all info sessions regarding your major. Pick your professors’ brains. Check for **On Campus Employer visits** coming to campus and go to presentations to meet recruiters. Be prepared.
- _____ Learn how to network and let us counsel you on how to interview with career professionals. Use the PSC-CC **Mentor Program** on the web to gain contact names. Pick up tips on “Informational Interviewing”.
- _____ Write a summer job resume and begin looking for career related summer employment or an externship. Attend the **Fall Job Fair** and prepare by signing up for workshops, or make an appointment with the Career Coordinator. **The best time to search for a summer job is during Winter Break.**

BACHELORS — SOPHOMORE / SPRING SEMESTER
ASSOCIATE—SEMESTER 2
CERTIFICATE—SEMESTER 1

- _____ **It’s time to make a solid decision about your major and career.** Visit the Career Services Office and utilize our resources to help you with your decision making.
- _____ If you haven’t become involved in **extra-curricular clubs and activities**, do it now. Ask student leaders or your advisor how you can get involved. If you need information on activities and volunteer opportunities, visit the Student Activities Office. Great Resume Builder!
- _____ If you intend to do an **extern/internship**, now is the time to begin planning as a Bachelor degree candidate. Get together with your department’s Externship Coordinator or Advisor. The Career Coordinator has resources to help you locate opportunities in your field.
- _____ Attend **Spring Job Fair** and speak with as many employers in your field as you can, even if they are only offering permanent jobs. This is your opportunity to use your networking and informational interviewing skills!



BACHELORS — JUNIOR / FALL SEMESTER
ASSOCIATE—SEMESTER 3
CERTIFICATE—SEMESTER 2

- _____ Start your **Career Action Plan** and register on PSC CAREER CENTRAL and see who’s coming to Job Fair.
- _____ **Who do YOU Know? Develop a list of contacts.** Begin networking with career professionals—stop by and pick up our handouts and Job Fair FAQ’s. Use our PSC-CC Mentor Program to develop contact names. Put the Fall Job Fair on your calendar...late October!
- _____ Now is the time to plan a career-related summer or semester experience if you haven’t yet completed one. We can help you locate summer opportunities. Attend our workshops and make an appointment with the Career Coordinator for help locating the perfect summer position. Plan on using your winter break to look for summer options.
- _____ Are you considering GRADUATE SCHOOL? Check in with Career Services for help with **applying to graduate school** and check out our graduate school links on our website. ATTEND the Grad School Prep Session held in Fall & Spring semesters. (Early Oct/March).

BACHELORS — JUNIOR / SPRING SEMESTER
ASSOCIATE—SEMESTER 3
CERTIFICATE—SEMESTER 2

- _____ **Your Resume is always a Work-in-Progress.** You should have your **resume** updated and recently critiqued. **No Resume?** Pick up a worksheet in our Office, sign-up for a workshop if you haven’t already done so at Career Services.
- _____ Be sure to **begin obtaining references** from faculty/staff and employers; especially if you won’t be taking another course from that professor or you don’t plan on returning to the same employer. Samples are available in our office and on our web site.
- _____ Go to the PRE-JOB FAIR PREP RALLY to prepare. **PRACTICE AND PREPARATION** are VERY important. If you feel unsure about the **job search and interview process**, we can help!
- _____ Begin your **portfolio preparations** on PSC CAREER CENTRAL and be ready for employers who are looking for your credentials. **UPDATE. UPLOAD An APPROVED RESUME** and up to 4 DOCUMENTS.
- _____ RESEARCH Employers BEFORE the fair. ATTEND **Spring Job Fair** to speak with employers about extern/internships and summer job opportunities.