

Career Development Checklist



First Year: Exploration

Academics

- Focus on your classes. Your cumulative GPA starts now!

Explore your career interests

- Visit the career center to learn about how we can help you.
- Take career inventories to find out how your personality and skills fit with careers/majors.
- Use our resources to explore majors and corresponding careers.
- Talk to people about what they do in their jobs!

Get involved

- Join student organizations. Consider those that will offer leadership opportunities and provide you with networking opportunities related to your career interests. Employers favor involvement and leadership.

Attend the Career Fair (yes, as a First Year) to learn about careers and companies of interest.

Consider gaining experience in an industry or job of interest through summer work, an internship, or volunteering.

Sophomore: Exploration and Expansion

Academics

- Narrow your major options. Talk to career counselors and professors to help you decide.
- Build a respectable GPA. Some employers set a minimum GPA when hiring, and it is typically between 3.0 and 3.5.

Broaden your cultural perspective

- Enroll in and complete a study abroad experience by fall of your junior year.
- Learn a foreign language.
- Attend art exhibits and theater, musical, dance, and multicultural events.

Continue involvement in student organizations.

Build a professional network.

- Develop relationships with faculty and staff who can later serve as references.
- Attend career and job search workshops to learn and build contacts.

Prepare for your internship search

- Attend the Career Fair to explore careers, internships, and companies.
- Attend Careers 101/102 to learn about interviewing, creating a resume, job searching, and registering in MustangTRAK, our online recruiting system.
- Register in MustangTRAK.
- Develop a resume and have it reviewed by a career counselor.
- Purchase a professional interview suit and accessory items (shoes, belt, etc.) Suits often require alterations for both males and females, so please do this at least a month before you begin interviewing.

