



Your Career Development: How Can We Help You?

A four-year checklist

If you follow most or all of these steps, you'll be well on your way to understanding what career you want and making it happen! Visit us for drop-in advising for help with any career concern. Learn about this and our other services at www.indiana.edu/~career.

Freshman Year

- Enroll in ASCS Q294: Basic Career Development
- Check out the Career Development Center website at www.indiana.edu/~career
- Attend the Fall Jobs Fairs – check them out at www.indiana.edu/~career/students/find/other/fairs/
- Get a part-time job for the school year – review listings at www.IUCareers.com
- Visit the Career Resource Library (in the Career Development Center)
- Figure out your interests, values, and skills – come talk to a career advisor to get started
- Develop a list of majors and careers to consider
- Find a job or volunteer for the summer – review listings at www.IUCareers.com
- Meet with our career advisors for help on any of these items!*

Check Out Other Campus Resources:

- Work with your academic advisor to develop an initial academic plan
- Get involved with a student organization – learn about them at www.indiana.edu/~sao/new/
- Consider volunteering to gain skills and experience – learn about opportunities at www.indiana.edu/~iuvolbur and www.bloomington.in.gov/volunteer

Sophomore Year

- Review the list from Freshman Year, and continue working on it
- Enroll in ASCS Q294: Basic Career Development (if you haven't already)
- Enroll in ASCS Q299: Job Search Strategies for Liberal Arts Students (open to all majors)
- Continue learning new skills through a part-time job and/or student organization
- Begin planning for your first internship
- Explore job shadowing and informational interviews with professionals in your field of interest
- Refine your list of possible majors and careers
- Find a job, volunteer, or intern for the summer – review listings at www.indiana.edu/~career/students/find/part_time/
- Meet with our career advisors for help on any of these items!*

Check Out Other Campus Resources:

- Review your academic plan with your academic advisor to make sure you're on track
- Take leadership roles in your student organization and volunteer experiences
- Start and build professional relationships with professors and other campus individuals (for reference use later)
- Consider studying abroad – learn about opportunities at www.indiana.edu/~overseas

Junior Year

- Go to **www.IUCareers.com** to start your internship and job search process
- Participate in on-campus employer interviews listed on **www.IUCareers.com**
- Enroll in ASCS Q299: Job Search Strategies for Liberal Arts Students if you haven't already (open to all majors)
- Write your professional resume and come to the Center to get it critiqued
- Attend job fairs to meet employers and practice your job search skills
- Attend the Internship Fair in early spring
- Secure your next internship experience
- Research jobs of interest to you
- Build your professional network by continuing to shadow professionals and conduct informational interviews
- Meet with our career advisors for help on any of these items!*

Check Out Other Campus Resources:

- Meet with an advisor in the Health Professions and Prelaw Information Center (HPPLIC in Maxwell Hall) if you are interested in health, medicine or law as a career path
- Take the GRE, MCAT, GMAT, LSAT, and any other admissions tests required for the graduate school path you choose
- Meet with your academic advisor to ensure you're on track for graduation
- Apply for graduation at least two semesters before your expected graduation date

Senior Year

- Enroll in ASCS Q299: Job Search Strategies for Liberal Arts Students if you haven't already (open to all majors)
- Sign up for our internship and full-time job listing service **www.IUCareers.com** (if you haven't already)
- Update and polish your resume; have it critiqued by our career advisors
- Learn how to write winning cover letters
- Visit our Career Resource Library for help with all your job search activities
- Develop your job search plan and be diligent about following through; start applying for jobs 3-6 months before graduation
- Attend career fairs to support your job search process
- Get your professional wardrobe started with the most important piece: the interview suit
- Apply for graduate and/or professional school if that is part of your plan
- Review your offers of employment and/or graduate school admission, and make informed choices
- Meet with our career advisors for help on any of these items!*

Check Out Other Campus Resources:

- Some majors have their own career services office – make sure you know about and work with yours
- Contact professors, employers, and advisors to ask them to serve as references