

1 EXPLORE

Freshman/Sophomore

This is the exploration phase in which you assess your personality and explore your options. Your objective during this first stage is to expose yourself to new experiences and meet new people. It is time to learn more about yourself and study the world around you. You should engage in tasks that help you identify your talents, passions, and values and begin the process of discovering your purpose in life. It is time to learn more about potential paths. You should engage in tasks that help you gather information and investigate a variety of possible directions. Your goal at the end of this stage is to develop your sense of direction.

- _____ Meet with your academic advisor to discuss your overall college experience
- _____ Learn about campus services, resources, and activities
- _____ Talk to upperclassmen and gain their advice about campus activities
- _____ Meet with your career counselor to discuss your personality, interests, skills, and values
- _____ Take a career test to assess your personality traits
- _____ Explore extracurricular activities that are of interest to you
- _____ Attend various social, cultural, and recreational events
- _____ Participate in a volunteer community service project
- _____ Meet with your academic advisor to discuss your coursework
- _____ Consider taking elective coursework to expand or enrich your academic experience
- _____ Engage in activities that foster self-discovery and allow you to meet new people
- _____ Meet with your career counselor to discuss your ambitions and ideas
- _____ Investigate campus clubs or organizations that are of interest to you
- _____ Engage in activities that expose you to new ideas and unfamiliar territories
- _____ Engage in activities that allow you to explore a wide variety of career options
- _____ Meet with your professors/faculty to solicit their insight about your college experience

2 EXPERIENCE

Sophomore/Junior

This is the experiential phase in which you begin researching your field of interest and gaining experience. This second stage should be devoted to professional development and career preparation. Your objective during this stage is to increase your sense of focus and solidify your career direction. It is time to expand your knowledge and improve your skills. You should participate in activities that validate and support your career goal and build your credibility. Your goal at the end of this stage is to be prepared.

- _____ Meet with your academic advisor to discuss your major, minor and elective coursework
- _____ Meet with your professors/faculty to discuss special projects and activities
- _____ Meet with your career counselor to discuss your options, goals, and plans
- _____ Attend career events, info sessions, fairs, and expos to gather information
- _____ Learn about various occupations through books, publications, libraries, and websites
- _____ Talk to people who work in fields you are interested in and solicit their insight
- _____ Engage in job shadowing of people and work settings you are interested in
- _____ Learn how to write an effective resume and cover letter
- _____ Learn how to prepare for a job interview
- _____ Participate in a mock interview or interview practice session
- _____ Attend career workshops to enhance career preparation
- _____ Get involved in extracurricular activities to build your experience and make contacts
- _____ Join campus clubs or organizations that relate to your career path
- _____ Participate in a volunteer community service project relevant to your interests or skills
- _____ Engage in activities that test your skills and abilities
- _____ Serve in a leadership role or in some capacity as an organizer, coordinator, or facilitator
- _____ Establish mentor relationships with key people in your fields of interest
- _____ Obtain an internship to further explore and research your career options
- _____ Conduct general job market research to learn about your field of interest
- _____ Research your graduate and professional school options
- _____ Engage in activities that enhance your sense of focus and build your experience

3 EXCEL

Junior/Senior

This is the engagement or execution phase in which you organize your resources, apply strategy, and implement your plan. Your objective during this third stage is to finalize your plan and launch your campaign. It is time to gather the necessary resources and equip yourself for entry into the job market. In this stage you are encouraged to take control and initiate action. You should utilize strategies, techniques, and tools that will allow you to effectively manage your campaign and excel in your career. Your goal at the end of this final stage is to be confident and empowered so that you can pursue and obtain your goal.

- _____ Meet with your academic advisor to discuss how your major relates to your career path
- _____ Meet with your professors/faculty to discuss field-specific issues and key contacts
- _____ Meet with your career counselor to organize your plans, tools, and strategies
- _____ Attend career events, workshops, info sessions, fairs and expos to pursue opportunities
- _____ Join a professional organization or group related to your career path
- _____ Attend professional meetings, conferences or conventions
- _____ Attend panels and other events to hear guest speakers discuss critical issues
- _____ Engage in a special research project or practicum/clinical experience
- _____ Obtain an internship to gain experience directly relevant to your career path
- _____ Begin the graduate and professional school application process
- _____ Conduct detailed job market research to learn about specific employers in your field
- _____ Build a prospect list of the companies and organizations you'd like to work for
- _____ Learn effective networking, prospecting and follow-up techniques
- _____ Learn how to effectively manage a job search campaign
- _____ Learn about professional behavior, professional attire, etiquette, protocol and workplace issues
- _____ Engage in activities that empower you to have more control and choice in the job market
- _____ Engage in activities that propel you towards the next phase of your life