

The Career Planning Checklist

CSUB Career Development Center (CDC)

Freshman Year

- ___ I am thinking about me! I'm considering my interests, values, skills and motivations. I may even take an interest inventory through the CDC. An interest inventory is a survey that is all about me!
- ___ I enrolled in CSUB 103. CSUB 103 is called, Finding Your Passion and is offered every Winter Term! The class will help me identify a major and consider various careers.
- ___ I know about the assistance available through the Career Development Center, (CDC):
- Interest Surveys – to help me select a major
 - Getting Experience - to explore careers and build skills
 - Resume Development – to help me create a powerful and persuasive resume
 - Job Search Plan – to help me create a strategy to find internships, part & full time jobs
 - On campus interviewing opportunities to find internships and professional employment
 - Interacting with companies through information sessions and career fairs
- ___ I am beginning regular career “check up” meetings with the CDC to discuss majors & careers. I am also talking with parents, friends, professors and various professionals about my career interests.
- ___ I have identified and am participating in campus and community activities as an investment in developing skills and experiences.
- ___ I am attending career related information sessions, workshops, career fairs and other events AND I'm checking out employment opportunities on RunnerLink. **(REGISTER ON RunnerLink!)**

Sophomore Year

- ___ I am continuing my regular career check up meetings with the CDC to discuss my skills and goals for the year.
- ___ I frequently check **RunnerLink** to be sure I am up to date with events, activities and job possibilities.
- ___ I am searching for internship, community service/volunteer, summer jobs, and/or academic research opportunities so that I can continue to build skills through experiences.
- ___ I am participating in student organizations, volunteer work, and/or part-time employment to develop new skills and interests.
- ___ I am taking the Careers/Job Search class, GST 205. The class is offered in the Fall and Spring.
- ___ I am continuing to develop my contact / network base. I am getting to know industry professionals. I have also spent a day job shadowing someone who works in the field I'm interested in pursuing!

Junior Year

- ___ I continue to check **RunnerLink** regularly to check out events, activities, employer information and jobs.
- ___ I continue with regular career development check up meetings with the CDC.
- ___ I continue to increase my work experiences, skills and aptitudes by participating in professionally related work.
- ___ I am expanding my network of employer contacts who are in position to be mentors and/or to assist with my job search campaign after graduation.
- ___ I am thinking about graduate school opportunities while also exploring more in depth information about work.
- ___ I am taking the Careers/Job Search class, GST 205. This class is offered in the Fall and Spring.

Senior Year, (begin your job search early – at the start of the senior year)

- ___ I have organized my job search and/or graduate school application process.
- I have updated and refined my resume and/or I have taken required graduate school exams
 - I have prepared for my references / letters of recommendation by talking with faculty & employers
 - I have identified at least 25 – 50 companies of interest and/or at least 5 – 10 graduate programs
 - I continue to connect with my professional contact / network base
- ___ I am taking the GST 205 course and/or meeting with the CDC regularly to ask for advice related to the job search.
- ___ I am reviewing **RunnerLink** frequently to check out on campus recruiting activities, events and workshops.