

# Center For Career Education & Community Engagement (CECE)

54 CAF, (next to the Runner Café)

[www.csub.edu/cece](http://www.csub.edu/cece)

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## **The Career Planning Checklist**

**A guide for students to prepare for careers & graduate education**

### **FRESHMAN YEAR**

\_\_\_ I am thinking about me! I'm considering my interests, values, skills and goals.

\_\_\_ I know about the assistance available through CECE:

- Interest Surveys – to help me select a major and explore careers
- Getting Experience - to explore careers and build skills through internships and volunteering
- 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
- Interview Skill-Building – to help me Ace the interviews

\_\_\_ I am beginning regular career “check up” meetings with CECE 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 to develop valuable skills.

\_\_\_ I am attending career related information sessions, workshops, career fairs and other events AND I'm checking out employment opportunities on Handshake. **(REGISTER ON Handshake!)**

### **SOPHOMORE YEAR**

\_\_\_ I continue regular career check ups with CECE to discuss my career related goals for the year.

\_\_\_ I frequently check **Handshake** 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 support my professional development and to develop new skills.

\_\_\_ I am taking the Careers/Job Search class.

\_\_\_ I am beginning to build contacts by getting to know people who work in careers I'm interested in exploring. I have also spent a day job shadowing someone who works in an occupation I am considering.

\_\_\_ I enroll in a Public Speaking Course to improve my presentation and networking skills.

**Over for Junior & Senior Years!**

## **JUNIOR YEAR**

\_\_\_ I continue to check **Handshake** to RSVP for events, activities, employer visits and jobs.

\_\_\_ I continue with regular career development check up meetings with CECE.

\_\_\_ I continue to increase my skills by participating in professionally related activities and 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 have identified and can promote my professional skills in relation to the top skills employers and graduate schools want from me (including critical thinking, initiative, creativity, communication, collaboration, work ethic, technical abilities, etc.)

## **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
- I have taken required graduate school entrance exams
- I have secured references by talking with faculty & employers
- I have identified at least 50 companies of interest and/or at least 5 – 10 graduate programs
- I continue to build and network with new contacts while actively talking to current contacts
- I am actively applying for jobs, networking and managing my job search by spending the same amount of time I would use for a challenging 5 unit course

\_\_\_ I am meeting with CECE regularly to ask for advice related to the job search.

\_\_\_ I am reviewing **Handshake** to check out on campus recruiting activities, events and workshops.

## **EVERY YEAR**

\_\_\_ **I know about and use the assistance available through CECE:**

- **Interest Surveys – to help me select a major and explore careers**
- **Getting Experience - to explore careers and build skills through internships and volunteering**
- **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**
- **Interview Skill-Building – to help me Ace the interviews**
- **Life-Long Career Management – to learn career management skills that last a life time**