

# College to Career Timeline

Following a timeline such as the one that follows helps prevent the panic attack of not knowing what to do after graduation.

## New Students/ Freshmen

- Start by visiting the Career Services office and make yourself at home.
- If you are struggling to determine your career direction make an appointment with a career counselor to talk over career needs and schedule self-assessments of your personality, interests, abilities, etc.
- Research majors and occupations; find out which careers are best suited for you; talk to people who work in occupations that interest you.
- Consider enrolling in the career development class -A&S 1101: Career Planning.
- Develop your leadership skills by joining and becoming actively involved in a campus club or organization.

## Sophomores

- Narrow your career options; find out which jobs fit your major and collect information about careers that interest you.
- Toward the end of your sophomore year it is strongly advised that you declare a major field of study in order to make satisfactory academic progress.
- Put together a draft of your resume and make an appointment for a resume critique with a staff member from the Office of Career Services.
- Join and be active in clubs, professional organizations and associations related to your field.
- Develop your computer skills by learning new programs and other job related skills.
- Explore internship possibilities as way of gaining relevant experience while earning credit hours.
- Consider gaining valuable life experiences through studying abroad; speak with the Office of International Affairs (Study Abroad: <http://oia.osu.edu/study-abroad.html>) and your academic advisor to implement your plan.

## Juniors

- Construct a timeline and action plan concerning what your plans are post-graduation.
- If you transition to the Columbus campus make sure you register with your college's career services office...they are specialists in your academic field and can help you in your job search preparation.
- Gain experience in your field through a cooperative education program, internship, part-time work, summer employment, volunteer work, etc.
- Compile information on employers who hire in your field.
- Practice your interviewing skills; learn the characteristics that result in successful interviews at Career Services.
- Learn how to write effective cover letters at Career Services.
- Schedule information interviews with employers and/or alumni to learn specific information about the field you want to enter.
- If graduate school is in your future, take graduate/professional school examinations.

## Seniors

- Frequent the Office of Career Services regularly throughout the academic year.
- Learn how to conduct a thorough job search.
- Prepare a portfolio to use during interviews.
- Revise/update your resume.

- Familiarize yourself with the variety of publications: job listings, business newspapers, journals in your field, etc..
- Continue practicing your interview skills.
- Keep good records of employers you contact, date of contact, and method of contact.

## **Adults in Transition**

- Seek out a support network that includes family, faculty and career services professionals to help you focus on strengths, keep a positive attitude, be realistic, and help you maintain healthy perspectives when the going gets rough.
- Spend as much time as you can focusing on the intersection between your gifts and the role/task you wish to fulfill; consider preparing a functional resume.
- Develop a checklist of environmental 'must haves', 'nice to haves' and 'can't haves'; prepare a lengthy list of questions that you can ask a prospective employer during an interview.
- Focus on skills and accomplishments that highlight your education and new experience; make sure your resume lights the path to where you are going and not to where you have been.
- Practice your 30 second oral resume and possibly have more than one; preparing for an interview is critical and situational, behavioral or competency based interviewing is the norm.