



WEST VIRGINIA STATE UNIVERSITY

The Four Year Career Planning Guide

This outline is intended to help you in your career planning. Review the suggestions below and then develop your own career path that will help you make the most of your academic, personal and career growth!

Remember that you should begin your career planning early (during freshman year!) and visit the Office of Career Services often to best prepare yourself for a great career after graduation!

Freshman Year – Adjust, Inquiry, Awareness

- Learn about the University and the student resources available on campus.
- Become familiar with the college catalog regarding general studies and requirements for majors.
- Get involved to build skills by participating in college organizations, clubs, and community service (such as WVSU Cares Day); attend special programs and lectures.
- Get to know your faculty, advisors, student affairs counselors, staff, and administrators.
- Visit the Career Services and Co-op Office and meet with a counselor to work on identifying your interests, abilities, values and goals; set –up a **Sigi**³ account.
- Research the various majors and minors.
- Get off to a good start academically - work hard in your classes. Develop strong time management and study skills to help you succeed in the classroom. Take advantage of free tutoring if necessary. Maintain a strong GPA.

In addition to the steps outlined above, there are a handful of things you should be completing each year:

- Continually update your resume.
- Contact the Office of Career Services to discuss your long-term and short-term career and academic goals.
- Meet with your academic advisor to review your academic program.
- Strive to gain and maintain the strongest GPA possible.
- Gain as much knowledge as you can about your areas of interest through contacts, mentoring, work experience, and volunteer opportunities.
- Develop and maintain positive relationships with your professors, employers, staff and administrators.