



# 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!

### Junior Year – Explore Options

- Re-explore your interests, personality, values, and life goals through career assessment inventories, as well as develop specific work-related criteria (location, size of business, opportunities for growth, benefits).
- Pursue an internship, volunteer work, research project, and summer or part-time job related to your interests in order to continue to gain experiences; log into Jobweb to search for positions.
- Research potential graduate schools, if you intend to further your education. Now is the time to start preparing. Research admissions policies and requirements. Participate in strategy sessions and practice tests for the appropriate entrance exam.
- Choose your courses carefully to stay on track for graduation. Consider a minor to enroll in classes that will complement your major or career goals; relate course projects and papers to your career field and begin to develop portfolio/brag file (contents include papers and research projects in which you received good grades, any awards, commendations etc.).
- Research potential employers that might interest you and learn about their industry.
- Develop face to face networking skills; attend career related program and job fairs.
- Become knowledgeable about the job search process; develop a resume and practice your interviewing skills.
- Continue to conduct informational interviews with professionals in your field.
- Continue to participate and gain leadership experience through part-time positions, volunteer opportunities, professional associations and student/community organizations.
- Begin to use social media outlets for professional branding purposes and building a professional network; set –up a LinkedIn account, use your Facebook network professionally and use twitter to follow Businesses (of interest) and CEO’s etc.; begin to observe the contents of a professional tweet and other online professional/networking etiquette/practices.
- Continue to attend career related programs such as career fairs, and employer of the week programs; add to a list of potential employer contacts.

*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.