



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!

Sophomore Year – Self-Awareness, Exploration

- Reassess your interests, skills, values through **Sigi³** and/or meet with a career counselor to discuss these topics.
- Talk to faculty and current students in the major(s) you are interested in to learn more about the field and academic requirements.
- Conduct informational interviews or follow a professional who is working in field that interests you.
- Choose a major and meet with your new major faculty advisor to set up an academic plan and discuss your goals. Meet with a career counselor to clarify your decision. Get to know faculty in your major.
- Learn your career options available within your major; research employment opportunities and employment statistics (such as rate of growth, salary trends) in your Major.
- Continue to participate in student/community organizations, think about taking a leadership role.
- Begin to review your digital footprint (through all the social media outlets) by googling yourself; clean up your pages and make sure that your photos and photos of you posted by others, as well as your comments and posts, are suitable for viewing by employers and/or other professional entities.
- Attend career related programs such as career fairs, and employer of the week programs; begin to develop a list of potential employer contacts.
- Explore internships, cooperative education, volunteer and work related experiences.

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.