



WEST VIRGINIA STATE UNIVERSITY

Find *Your* Passion.

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 Career Services and Co-op Education Office often to best prepare yourself for a great career after graduation!

Freshman – 0-29 credit hours - ADJUST

- Learn about the University and the student resources available on campus
- Get to know your professors, advisors, student affairs staff and administrators
- Get off to a good start academically – develop time management, study skills and note taking skills.
- Research the various majors and minors – set up a Sigi3 account (GPS for your career)
- Meet with a career counselor to discuss your personality, interests, abilities, values and goals

Sophomore – 30-59 credit hours - EXPLORE

- Get involved to build your skills by participating in college organizations, clubs, honor societies and community activities. Attend special campus programs and lectures
- Conduct information interviews and/or follow a professional (on twitter) who is working in a field that interests you
- Choose a major and learn your career options available within your major
- Begin networking; get to know class mates, attend career related programs such as career fairs and Employer of the Week; begin to develop a list of all contacts
- Explore through research internships, co-operative education, volunteer and work related experiences
- Begin to review your digital footprint (through all the social media outlets) by googling yourself; clean up your pages as well as your comments/posts to make sure they are suitable for viewing by employers and/or other professionals.

Junior 60-89 credit hours – DECIDE

- Pursue an internship, volunteer work, research project, and summer or part-time job related to your interests; 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
- Choose your elective 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 a 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.
- See a career counselor to help you develop a resume and practice your interviewing skills
- 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.

Senior – 90 + credit hours – IMPLEMENT

- Begin job search and/or graduate school application process.
- Schedule an appointment with the career counselor to refine your resume and discuss job search strategies and practice your interviewing skills.
- Take entrance exams for graduate or professional school early on in Senior year and complete applications (be aware of deadlines!).
- Use social media outlets to network professionally with potential employers and maintain your online professional brand.
- Complete an internship or co-op experience in your proposed field.
- Network both online and face to face with family, friends, faculty, campus personnel, acquaintances, past employers, and potential employers.
- Talk with individuals (professors, current or previous employers, mentors) who will serve as your references and give them a copy of your resume.
- Research potential employers and review literature from businesses, school districts, and government agencies.
- Apply and interview for positions.