

CAREER READY CHECKLIST

OFFICE OF CAREER SERVICES

Want a handy way to keep track of all the resources and actions you can take between now and graduation so you are more prepared to launch your career? Use this checklist as a guide of what to do throughout your time as a student. (Code for year of task: (FR) Freshman, (SO) Sophomore, (JR) Junior, (SR) Senior)

- Get involved on/off campus by joining groups and/or taking advantage of volunteer opportunities. (FR, SO)
- Consider adding a leadership role to campus or community involvement. (JR, SR)
- Consider a summer job, on-campus job, or working part-time to begin acquiring work experience in your area of interest. (FR, SO, JR, SR)
- Build practical experience through an internship, practicum, or other experiential learning. Some majors require them, others do not. (JR, SR)
- Log into www.REDHAWKjobs.com to complete your profile and start the search for on-campus or part-time jobs, internships, or full time positions. (FR, SO, JR, SR)
- Check out the Career Services website: www.semo.edu/careers to get connected to our resources designed to help you explore majors and potential career paths. (FR, SO, JR, SR)
- Make an appointment in Career Services to get individualized assistance for exploring majors, developing your job search documents, or to begin the job search. We make appointments for all types of career-related questions! (FR, SO, JR, SR)
- Want to know more about jobs or what you can do with your major? Talk to people! Discover how your interests, values, and skills match up to careers by talking to professors, advisors, and those who have the job you might want. Job shadow or set up an informational meeting to get your career questions answered by a person in the field. Need help putting it all together? Schedule a career counseling appointment in the Office of Career Services to help! (FR, SO, JR, SR)
- Meet with your academic advisor and check out your DegreeWorks to make sure you are on track academically. (FR, SO, JR, SR)
- Thinking graduate school might be in your future? Begin talking to people and investigating programs/application timelines early. (SO, JR)
- If you know you are applying to graduate school, let Career Services help review your application documents. Get applications in before deadlines. (JR, SR)
- Googled yourself lately? Your future employer might! Check out your social media accounts to see how they represent you. Set privacy settings and remember to maintain a positive image. (FR, SO, JR, SR)
- Do you want easy access to multiple employers at once? Attend the Career Expo! There is one offered every fall and spring semester free of charge to all students. (FR, SO, JR, SR)
- Are you interested in learning how to prepare for an interview or how to network? Consider attending one of the various programs or workshops offered by the Office of Career Services. We cover all sorts of career topics. Find the Calendar of Events on our website! (FR, SO, JR, SR)
- Start building your professional wardrobe. (JR, SR)