4 YEAR CAREER PREP CHECKLIST

FIRST YEAR

☐ Take a variety of classes in subjects that interest you
☐ Attend major exploration events (i.e. alumni talks, Major/Minor Fair, college info sessions, etc.)
☐ Explore your interests, skills, and values, which may include doing a career assessment or two
☐ Get involved (i.e. join campus groups, volunteer, attend campus events)! Have fun and start networking

☐ Join student organizations related to your major and/or other areas of interest
☐ Volunteer on and off campus
☐ Work towards and establish a strong GPA
☐ Attend multiple career fairs to explore careers and network with employers
☐ Research and apply for summer jobs and internships

SECOND YEAR

☐ Declare your major or solidify your choice of major
☐ Explore occupations related to your major
☐ Conduct informational interviews with professionals in your field of interest
☐ Check out career exploration resources on The Career Center’s website
☐ Apply for career-related summer internships; remember to apply early!

☐ Create a resume and have it reviewed by The Career Center
☐ Check out Handshake @ Illinois, the University’s online internship and job posting site
☐ Get to know professors and build relationships with people who can be references

THIRD YEAR

☐ Join a national professional organization (as a student member) related to your major
☐ Explore current job openings by industry and major using Handshake @ Illinois
☐ Buy interview clothing; all clothing should be the same color/pattern, solid, dark, and neutral
☐ Practice interviewing skills in a mock interview

☐ Considering graduate school? Explore program options
☐ Gain a leadership position within a student organization
☐ Network with friends, family, and employers
☐ Keep your resume up-to-date with your latest experiences
☐ Attend Career Fairs to learn about internship opportunities

FOURTH YEAR

☐ Start your job search early; use The Career Center to help!
☐ Applying to graduate school? Take graduate school admission tests, write personal statements, and pay attention to deadlines; apply early!
☐ Update your resume
☐ Participate in on-campus activities

☐ Think about where you would prefer to live following graduation
☐ Ensure you are meeting final graduation requirements
☐ Attend Career Fairs to talk with employers about specific job opportunities
☐ Continue to network with friends, family, and employers