



# 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 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 I-Link, University of Illinois' online internship & 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 I-Link
- Buy interview clothing—a good gray or black suit should do the trick!
- Practice interviewing skills in a mock interview
- Considering graduate school? Explore program options
- Gain a leadership position in a student organization
- Network with friends, family, and employers
- Keep your resume up-to-date!

## Fourth Year

- Start the 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
- Continue to network with friends, family, employers
- Ensure you are meeting final graduation requirements
- Attend Career Fair to talk with employers about specific job opportunities

