

Freshman Year

Discover . . .

- Academic majors
- Your interests
- Skills you have
- Skills you'd like to develop
- Resources at the Career Development Center

Get Settled . . .

- Adjust to college life
- Participate in extra-curricular activities both social and professional
- Become familiar with CMU support services such as; the Learning and Teaching Center, Counseling Services, Student Health Clinic, etc.
- Obtain on/off-campus part-time employment by attending the Part-time Job Fair

Go . . .

- Establish a strong GPA
- Attend the new student mix and mingle event
- Investigate O-Net & Sigi 3
- Register for eCampus Recruiter
- Take the Strong Interest Inventory on the CPP on-line system



Keep in mind that you do not need to make a career choice by the end of your freshman year. Use this time to learn about yourself and the campus.

Sophomore Year

Continue to . . .

- Explore different careers using the Career Resource Library & electronic resources
- Involve yourself in student & professional organizations
- Enroll in courses to further explore possible majors & careers

- Review internship postings on eCampus Recruiter and "Hot Opportunities"

- Maintain a strong GPA

Participate in . . .

- Career workshops and Reality 101!
- CPP on-line assessments - The Strong Interest Inventory or the Myers Briggs Type Indicator
- Informational interviewing
- Resume writing assistance at the Center
- A job shadow with a professional in a career of interest

- An internship search
- CMU Career EXPO to begin networking

Select . . .

- A major
- A Faculty mentor
- A summer internship
- An Alumni mentor



Now is the time to 'try on' different careers. Explore options, and interests; develop skills and talk with professionals.

Junior Year

Attend . . .

- Career workshops & events
- Workshops on graduate school & graduate exam practice tests, if applicable
- Informational Sessions and Reality 101
- CMU Career EXPO, searching for a summer internship
- Register with eCampus Recruiter

Continue to . . .

- Relate chosen major to specific career fields
- Conduct informational interviews
- Network with professionals and alumni
- Take on leadership roles in campus organizations
- Choose elective courses to enhance and strengthen your qualifications
- Investigate graduate school programs, if applicable
- Utilize the Center's on-line resources and resource library
- Participate in internships and experiential learning opportunities
- Maintain a strong GPA

Expand by . . .

- Scheduling a Mock Interview
- Researching jobs and organizations matching your interests
- Joining professional organizations related to career interests



You may decide to change direction during different stages of your journey or revisit previous steps.

Senior Year

Update . . .

- Your wardrobe to include interview-appropriate attire
- Your resume, cover letter and reference page and upload materials to eCampus Recruiter
- Your job search plan by making an appointment with a Career Counselor in the Center

Attend . . .

- The Senior Orientation
- The 'Power Lunch' Series of career workshops
- The Art of the Meal, Professional Etiquette Dinner
- On-campus interviews and Career Fairs (CMU Career EXPO and fairs at other institutions)

Activate . . .

- Your job search by using your network, targeting prospective employers, and utilizing career resources
- The application process if pursuing graduate or professional schools

Prioritize . . .

- Participate in campus activities and professional organization
- Take time every week to work on job/graduate school search, very important
- Check with registrar to make sure you meet graduation requirements
- Complete Future Plans Survey before leaving campus



Remember that life is a journey. Use the career development skills you have learned as you continue on your lifelong career path.

