



## Four - Year Recommendations

### First Year

- Meet with your Academic Advisor to explore resources and services
- Become involved with extracurricular activities for personal and professional development
- Get to know your professors and meet with them during their office hours
- Learn about The Experiential Learning and Career Education (ELCE) at <http://www.stitch.edu/Student-Experience/Career-Education>
- Make an appointment with a Career Educator at the ELCE office
- Register on StritchBriefcase –the CSU online job board
- Reach out to CSU alum, personal contact, or interesting professional to conduct an informational interview or job shadow by using LinkedIn
- Develop and refine your online brand
- Create a resume
- Understand how skills obtained in the classroom and in extracurricular activities are transferable to the “real world”

### Second Year

- Make an appointment with a Career Educator at the Experiential Learning and Career Education office
- Develop career related goals: writing, technology, foreign language
- Update, refine, and upload your resume to StritchBriefcase
- Assess your values, interests, personality, and skills through the ELCE self-assessment tools, workshops, and appointments with a Career Educator
- Research majors by talking with faculty, upper-class students and/or a Career Educator to finalize decision on your major
- Refine your online brand
- Participate in career workshops (Brown Bag Lunches) and experiential programs to explore career fields/industries of interest
- Identify potential internships/externships and apply to ones of interest

### Third Year

- Make an appointment with a Career Educator at the Experiential Learning and Career Education office
- Assess your values, interests, personality, and skills through the ELCE self-assessment tools, workshops, and appointments with a Career Educator
- Continue to update, refine, and upload your resume to StritchBriefcase
- Practice interview skills by conducting a mock interview
- Attend career fairs and employer visits
- Identify internships with employers/organizations that do not recruit on campus
- Seek positions of leadership in campus organizations and/or volunteer services
- Explore the option of attending graduate or professional school and prepare to apply. Be aware of exam deadlines (i.e., GRE, LSAT, MCAT, etc.)
- Participate in career exploration and experiential programs

### Fourth Year

- Assess your values, interests, personality, and skills through the ELCE self-assessment tools, workshops, and appointments with a Career Educator
- Organize job search strategies for obtaining full-time employment
- Update, refine, and upload resume to StritchBriefcase
- Attend in career workshops (Brown Bag Lunches)
- Identify employers/organizations that do not recruit on campus
- Know the hiring timelines of various industries – review pg. \_\_ )
- Participate in mock interviews
- Prepare thoroughly for each interview that is conducted
- Prepare for salary negotiations through workshops and/or a meeting with a Career Educator