



4-Year Plan for Career Development

Freshmen

- Identify campus resources and get to know the OSU community. Establish relationships with faculty members, academic advisors, peers, your career development coordinator, deans, staff and administrators.
- Develop good time management, goal setting and study habits. Strive to reach your G.P.A. potential.
- Think about what you love to learn and things you like to do in your spare time. Link these interests to a major and a future career.
- Assess your career interests, personality style, motivators, strengths and skills. Clarify your values.
- Become familiar with the services provided by CASNR Career Services and OSU Career Services.
- Identify student organizations or volunteer activities that will enable you to explore interests and build skills. Take advantage of club field trips.
- Obtain relevant work experiences through internships, volunteering, part-time jobs and summer jobs.
- Research career fields that interest you through informational interviews, books, journals, etc.
- Write a resume. Determine areas you need to develop.

✓ **HOT TIP:** Prepare your resume using a computer word processing program. It will be much easier to edit and to create different versions of your resume if you have it saved to disk.

- Attend career development workshops and career fairs.
- Develop good communication skills, both oral and written.

Sophomores

- Continue first-year activities.
- Meet with your career development coordinator to discuss your career goals and job search strategies.
- Shadow someone for a day who works in a field you are considering.
- Determine the training needed, growth rate, expected salary range and possible locations for your desired career.
- Attend career development workshops to learn more about résumé and cover letter writing, interviewing, and internships.
- Take self-assessment inventories offered by the University Counseling Services, 308 Student Union, 744-5472.
- Develop and enhance your skills through student organizations, volunteer work, internships and part-time employment.
- Begin a portfolio of your writing samples, accomplishments and projects.
- Continually strive to build skills in areas of importance to employers including oral and written communication, interpersonal relations, teamwork, leadership, analytical thinking, problem solving, and computer skills.
- Attend presentations and lectures about careers of interest.
- Discuss career ideas with your academic advisor. Learn where recent graduates are working.
- Attend several career fairs and company information sessions. Become familiar with companies recruiting on campus and company expectations.
- Register with CASNR Career Services to become eligible to interview for internships through the on-campus interview program.

Juniors

- Attend career development workshops.
- Meet with your advisor and career development coordinator to discuss career goals and job search strategies.
- Thoroughly research the occupations you are considering.
- Obtain information on graduate or professional schools and entry requirements. Prepare for and take required exams (GRE, LSAT, GMAT, MCAT).
- Seek an internship, part-time or summer position that will enable you to gain experience in a field you wish to pursue.
- Polish your résumé, cover letter and interview skills.
- Attend career fairs and participate in appropriate campus interviews.
- Make contact and develop relationships with faculty and professionals in your areas of career interest to build your network and develop references.
- Hold a leadership position in a campus organization and serve on committees.
- Attend career development workshops to learn the most effective job search techniques.
- Register with CASNR Career Services to become eligible for campus interviews.
- Select elective courses that will broaden your academic foundation and expand your employment opportunities.
- Continue collecting material for your portfolio.
- Attend professional meetings and conferences.

✓ **HOT TIP:** You can seek the jobs that are the most popular or that offer the most financially, but often times you won't be satisfied with that career and will wish you had pursued a career in what interested you.

Seniors

- Attend career development workshops.
- Meet with your advisor and career development coordinator on a regular basis to assess your job search strategies and to have your resume and cover letter critiqued.
- Invest in an interview suit and leather folder.
- Participate in mock interviews.
- Register with CASNR Career Services to become eligible for campus interviews.
- Network with faculty, professionals and alumni in your field to discover job search techniques and job opportunities
- Write letters of inquiry, send follow-up letters and make phone calls.
- Participate in career fairs, networking activities and on-campus interviews.
- Use the Internet in your job search.
- Hold a leadership position in a campus organization and serve on committees.
- Use your school breaks to conduct prospective plant tours and company visits.
- Assume responsibility for making all decisions about your life's work and have realistic alternative career plans.
- Apply for graduate or professional school. Take appropriate admissions exams.
- Invest a little time each day in your job search. It usually takes three to nine months to find a position.
- Identify skills you have to offer employers, and research companies before you interview with them.
- Upon accepting a position, report your new employment status to CASNR Career Services by completing a brief placement survey. Then withdraw from any further interviews.