The 4-Year College to Career Plan will help guide you as you progress toward graduation. The Career Services staff is available to assist students who have questions or desire additional guidance.

First Year – Explore.

1. Tap into Career Services Resources
   a. Complete your Hire-A-Hornet student profile
   b. Take the Focus2 career assessments to discover careers that could be right for you. Contact Career Services for log-in information
   c. Interested in additional testing? Contact Career Services and learn more

2. Explore Career Options
   a. Set up a job shadow experience with a career professional
   b. Research careers using your own ideas and dreams, and the results of assessments such as Focus2. Our Do-it-yourself (DIY) Career Search can help guide you.
   c. Enroll in introductory courses to see what you like
   d. Explore academic majors at ESU’s Student Advising Center,

3. Get Involved!
   a. Join at least one organization this year! Visit the Center for Student Involvement, for a list of organizations and events
   b. Explore additional organizations that are atypical of your usual interests

4. Develop Job Skills
   a. Build a reputation for dependability, initiative and leadership
   b. Seek opportunities at work, in the classroom and in organizations to develop and/or improve strong communication and decision-making skills

Second Year – Experience. Narrow Your Focus.

1. Work toward a college major and career commitment
   a. Arrange informational interviews with professionals in careers you are considering
   b. Job shadow a professional to see for yourself what a typical day would involve
   c. Begin thinking about internships. It might not be too soon to apply for an internship
   d. Explore a study abroad experience to develop skills required in a global marketplace

2. Become a leader
   a. Pursue at least one leadership role this year in a student or civic organization
   b. Begin to develop a portfolio of your accomplishments
3. Make Career Decisions
   a. Seek experiences (volunteer, part-time work) related to your field(s) of interest
   b. Consider an academic minor or area of concentration to broaden your experience
   c. Commit to a major

Third Year – Evaluate Your Image – Become a Professional.
1. Create Your Professional Identity
   a. Practice being a professional in all areas of your like: Clean up your Facebook account
      and other social media, change your voice mail message and assess your wardrobe.
      Learn more about a “Social Resume”
   b. If you don’t have a LinkedIn profile, then create one now. If you do have a LinkedIn
      page, evaluate the effectiveness of your profile using [link]
   c. Don’t have a resume yet? Make one now.

2. Focus on Marketable, Professional Skills
   a. Practice interviewing using Hire-A-Hornet’s Interview Stream, or schedule an
      appointment with a career counselor
   b. Update your resume; touch base with your references
   c. Complete an internship

3. Expand your network
   a. Cultivate and/or renew professional relationships with professors
   b. Make sure that your resume is uploaded in Hire-A-Hornet
   c. Attend career fairs
   d. Sign up for on-campus interviews: Internship deadlines are early!
   e. Become involved in a professional association; attend conferences
   f. Contribute to professional group discussions on LinkedIn or other professional internet
      venues

4. Graduation and Beyond
   a. During the first semester of your junior year, complete the “Intent to Graduate”
      application. The online application is located in BuzzIn, under Academic Life/Student
      Self-Service Links/Student Records. See your advisor for details.
   b. Research graduate schools and determine “best fitting” programs for your interests
      (Deadlines are generally Dec-Feb preceding matriculation into a graduate program)
   c. Take required entrance examinations
   d. Begin working on applications
   e. Research funding options for graduate school
Fourth Year: **Execute Your Plan!**

1. **Professional Resources**
   - a. Invest in a professional interview suit (and get it tailored)
   - b. Secure professional and faculty references
   - c. Research salary ranges in your field; understand the value of compensation packages (i.e. benefits)

2. **Job Search**
   - a. Begin your search 4-6 months before you plan to begin working
   - b. Update your resume
   - c. Sign up for on-campus interviews; customize your resume for each employer
   - d. Send thank you notes following every interview
   - e. Target companies that interest you and contact them
   - f. Carefully manage your job search activities through a spreadsheet or journal
   - g. Ensure that your career portfolio is current and markets your experience and abilities

3. **Graduate School** (Deadlines are generally Dec-Feb preceding matriculation into a graduate program)
   - a. Complete applications over the summer before your senior year or early fall of your senior year
   - b. Continue your dialogue with professors and students in programs that interest you
   - c. Update your resume to include internships and research projects
   - d. Set up a practice group interview with Career Services

4. **Work Your Network**
   - a. Attend career fairs
   - b. Tell EVERYONE that you are conducting a job search and what you are seeking
   - c. Attend and consider presenting at professional conferences

5. **Report a Hire**
   - a. Notify Career Services by completing the Destination Survey when you find employment. **We love good news!**
   - b. Update your resume and professional social media accounts