

# FOUR YEAR PLAN

## Steps to Take in Preparing for Your Career

YEAR	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
GOAL	Begin Self Assessment	Occupation Exploration	Make decisions- to Narrow in on an occupation/Try new jobs	Implement decision for Best Entry Level Employment results
STEPS of Action	<p><b>IDENTIFY</b> likes &amp; dislikes through online self-assessment programs like <a href="http://Campbellsville.PathwayU.com">Campbellsville.PathwayU.com</a>* *managed by Academic Support team</p> <p><b>GATHER</b> information about majors from campus <a href="#">Majors Fairs</a> &amp; career resource links:</p> <ul style="list-style-type: none"> <li>• <a href="#">Learn How To Become...</a></li> <li>• <a href="#">What Can I Do With a Major In...</a></li> </ul> <p><b>ATTEND</b> Career Services workshops offered &amp; Job Fairs/ Majors fair events</p> <p><b>VOLUNTEER</b>/Explore doing activities that interest you.</p> <p><b>GET INVOLVED</b>-Join various clubs &amp; organizations</p> <p><b>INTERVIEW/CONNECT</b> with professors/advisors in majors that interest you and take a class</p> <p><b>CONSIDER</b> working a summer or part-time job to learn what you are good at.</p>	<p><b>GATHER</b> information about occupations suggested by self-assessment process</p> <p><b>EXPLORE</b> likes and dislikes about occupations through research and part-time jobs</p> <p><b>INTERVIEW</b> and <b>JOB SHADOW</b> with professionals in careers that interest you</p> <p><b>DECLARE</b> an academic major</p> <p><b>JOIN</b> departmental clubs and/or campus organizations</p> <p><b>DRAFT</b> a resume for Career Services to review</p> <p><b>LOCATE</b> summer or part-time job in a field of interest- Potential internship?</p> <p><b>SUMMER</b> Camp jobs are great work/leadership experience</p>	<p><b>COMPARE</b> assessment results with details from occupational exploration and find areas of highest overlap</p> <p><b>NARROW</b> in on a couple of occupations &amp; weigh pros/cons of each</p> <p><b>ATTEND</b> Career Services workshops, networking events and job fairs</p> <p><b>UPDATE</b> your professional resume- customize to job you want</p> <p><b>INTERN/VOLUNTEER</b> in a field you are seriously considering</p> <p><b>CHOOSE</b> an occupation to start pursuing and begin <b>NETWORKING</b></p> <p><b>CONSIDER</b> if you need to continue your education through Grad School</p> <p><b>LOCATE</b> summer job or evening job related to your future career.</p> <p><b>ASK</b> department dean if job could count as internship credit hours</p>	<p><b>COMPLETE</b> a Career-related Internship-for credit (must have Dept dean approval)</p> <p><b>CONDUCT</b> Graduate School research</p> <p><b>ATTEND</b> Career Services job prep workshops, networking events/ job fairs</p> <p><b>RESEARCH</b> potential employers and/or types of job available</p> <p><b>DETERMINE</b> geographic region of your upcoming Job search</p> <p><b>NETWORK</b> with acquaintances, contacts, employers, etc. (Job fairs, individuals...)</p> <p><b>DEVELOP</b> final resume and implement effective job search strategies</p> <p><b>FINALIZE</b> and distribute your targeted resume for jobs you're considering or grad school applications</p> <p><b>APPLY</b> for careers with employers in your major field</p> <p><b>FOLLOW UP</b> with HR</p>
RESOURCES	<ul style="list-style-type: none"> <li>• Academic Coaches/Advisors (Fr/Soph)</li> <li>• Ask upperclassmen</li> <li>• PathwayU Self-Assessment <a href="http://Campbellsville.PathwayU.com">Campbellsville.PathwayU.com</a></li> </ul> <p>*Career Services resources/staff</p>	<ul style="list-style-type: none"> <li>• Career Services staff</li> <li>• Academic Advisors/ Faculty</li> <li>• Job networking contacts</li> <li>• Alumni Network</li> <li>• PathwayU Self-Assessment <a href="http://Campbellsville.PathwayU.com">Campbellsville.PathwayU.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Career Services staff</li> <li>• Academic Advisors</li> <li>• Job networking contacts</li> <li>• Alumni Network</li> <li>• Handshake Career Connections <a href="http://app.joinhandshake.com/login">app.joinhandshake.com/login</a></li> </ul>	<ul style="list-style-type: none"> <li>• Career Services staff</li> <li>• Academic Advisor</li> <li>• Job networking contacts</li> <li>• Alumni Network</li> <li>• Handshake Career Connections <a href="http://app.joinhandshake.com/login">app.joinhandshake.com/login</a></li> </ul>