First Year Students ~ Connect and Evaluate
Goal: To understand your skills, values, and interests, and how these relate to your career decisions

☐ Make an appointment to visit University Career Services to explore your skills, values, and interests
☐ Join at least one club or professional student organization and meet people on campus
☐ Meet with University Freshman Center advisor to select courses aimed at possible career interests
☐ Investigate the types of internships and other similar opportunities available to students at St. John’s
☐ Identify and consider part-time job opportunities on- and off-campus
☐ Browse the “What can I do with my major?” section of the St. John’s Central Career/Internships tab
☐ Attend Career Fairs, academic events, employer events and presentations
☐ Log in to St. John’s CareerLink to explore and apply for opportunities as an intern or volunteer
☐ Draft your resume and have it reviewed by Career Services
☐ Participate in events (e.g.: Building Your Personal Brand and Dress to Impress)
☐ Establish a professional online presence, review your Facebook page; begin developing your Digication ePortfolio and create a LinkedIn profile
☐ Contact a COACH (Count on Alumni for Career Help) mentor and set up an informational interview
☐ Participate in a shadowing experience with a COACH mentor

Second Year Students ~ Identify and Explore
Goal: To identify career opportunities, including internships and experiential programs and participate

☐ Check in with Career Services to help you monitor the connection between your changing interests, choice of major and selection of career; update your resume and online profiles
☐ Take an elective in a major you are considering
☐ Talk with professors and advisors about required course work and internship requirements
☐ Participate in a shadowing experience with a COACH mentor
☐ Explore Career Services resources about interview skills, cover letters and networking
☐ Participate in events (e.g.: Mock Interview Night and Mocktail Etiquette)
☐ Attend all applicable Career Fairs, employer events and presentations
☐ Obtain an internship, secure part time work, or volunteer in an area of interest
☐ Utilize social media (e.g., Twitter and LinkedIn) to stay up to date on current events and news within your possible career fields. Follow companies of interest.
☐ Work with Career Services and faculty to make a target list of employers for internships
☐ Stay involved in student organizations and begin to seek leadership opportunities
☐ Consider participating in Discover the World or a semester abroad
☐ Explore possible programs in your field of interest. Research pre-requisite course requirements.

Third Year Students ~ Refine and Experience
Goal: To develop & implement the strategies necessary to conduct an effective internship or job search

☐ Refine your resume and online profiles regularly and share them
☐ Obtain an internship, secure part time work, or volunteer in an area of interest
☐ Contact a COACH, develop a mentor relationship with a professional
☐ Attend all applicable Career Fairs, employer events and presentations
☐ Continue researching career fields and opportunities; investigate graduate school programs
☐ Choose elective courses that will help you develop skills (computer, public speaking, language, etc.)
☐ Participate in events (e.g.: Dining Etiquette)
☐ Become a leader in one of the organizations you have joined; consider membership in a professional organization off-campus
☐ Begin choosing which programs and graduate schools you would like to apply to.
☐ Research which tests are required for entry into your program (e.g. GRE, GMAT, etc.).
☐ Begin to ask professors for letters of recommendation if they are required for the application.
☐ Start your curriculum vitae (most schools will require you to submit a CV, NOT a resume).

Fourth Year Students ~ Execute and Transition
Goal: To successfully execute your job your job search and transition from student to professional

☐ Finalize your resume and online profiles and have them reviewed at Career Services
☐ Review the graduate school application process for deadline dates
☐ Network; tell everyone you are graduating and looking for employment
☐ Continue to participate in internships and part time jobs to build your skills and experience
☐ Attend all applicable Career Fairs, employer events and presentations
☐ Apply for positions using Career Center resources and your own network
☐ Look up each schools application requirements and begin to assemble the application.
☐ Research possible scholarships and Graduate Assistant positions.
☐ Check in with professors about letters of recommendations.
☐ Once all applications are submitted, follow up with the Admissions Offices.