

Four Year Career Planner

By Dr. Ana C. Berrios-Allison, Associate Director, Career Connection

Listed below are some suggested activities you can do each year to help with your career search. Please know this timeline is a suggestion only and that it represents the ideal process. Please remember that career counselors and/or academic advisors are always available to assist you each step of the way.

First Year

Your first priority is to adjust to campus life. Learn how to balance academic requirements with campus activities and a social life.

Explore your academic major options. With the assistance of an academic adviser, choose GECs that will help you to explore different majors.

Look for part-time and summer jobs. Start looking at all places that have internship information. Check-in with your college career services office to find out if you are eligible to use their services (some require you to have a certain number of credit hours). You can find out where your college career services is at the OSU Career Navigator (www.careers.osu.edu) Also, there are links to places at the Career Connection website (www.careerconnection.osu.edu).

Talk to alumni and others who either majored in what you plan to major in or who are doing what you hope to be doing. Ask your academic adviser or career counselor about The Senior Bank and/or Partners in Education programs.

Become acquainted with your career services offices on campus (<http://www.careers.osu.edu/>).

Attend OSU Spring Career Day during spring quarter (<http://www.ascadvising.osu.edu/springevent/>) and the OMA Job Fair during winter quarter (<http://www.oma.osu.edu/sprogs/jobfair/index.htm>).

Continue developing the qualities that brought you to OSU such as leadership, analytical thinking, communication, and interpersonal skills. Campus activities, department clubs, and professional societies are a great ways to develop these skills. These are some of the same skills employers are looking for.

Third Year

Make an appointment to see a career counselor to ensure you are on target to achieve your career and educational goals.

Continue to obtain experience that will position you well for graduate school or employment after graduation, such as volunteer work, part-time jobs, summer internships, and leadership positions in campus activities.

Attend Employer Information Sessions in your field of interest. Begin to do in-depth research into companies you will target for full-time employment next year. Keep an eye on their financial status to gauge stability.

Thoroughly investigate your favorite career options. Use informational interviewing to learn more about those options. Contact OSU alumni for conducting educational and career informational interviews.

Join a Professional Association.

Update your resume and brush up on your interviewing skills.

If you plan to attend graduate or professional school after graduation: Continue identifying graduate school programs that are compatible with your educational and career goals. Begin obtaining letters of recommendation from faculty for your graduate school applications. Attend Graduate & Professional School Expo during autumn quarter (<http://www.ccs.ohio-state.edu/gradexpo/>). Become familiar with admissions procedures. Find out if you will need to take a standardized test for admission and plan to take it at an optimal time.

Special Memories: "One memory that is a part of me for life is becoming a member of Alpha Psi Lambda. When I became a member I became a part of something that was much bigger than me. I was a part of a Latino interest fraternity based on the support of a *Familia*. My involvement helped me grow academically and as a leader. Although I have only been a member for a year, Alpha Psi Lambda has been in my life since I was a freshman. They were very welcoming and offered to help me out in my adjustment to college classes by inviting me to study tables. They also helped me meet some very special people in my life by just inviting me to hang out with them. They will continue to be a big part of my life and memory at The Ohio State University."

Fourth Year

Second Year

Try to choose your major and actively pursue co-op or internship opportunities. If you are uncertain about your major, plan to enroll in Edu Paes 270.02 to explore different majors and careers or work with the Exploration Program.

Visit your Career Services Office and ask about registering with them through their web registration and resume database service.

Attend career information events throughout the year, including a government career fair. For more information visit <http://www.careers.osu.edu/>.

Review the Career Exploration Model and begin to define your interests, skills, and values. Make a list of career or graduate school possibilities and learn more about the most interesting options.

Learn how to interview successfully and how to write a really good cover letter.

Update your resume. If necessary, attend a resume-writing workshop. Have it critiqued by a career professional.

Start collecting letters of recommendation.

Strengthen transferable skills by obtaining either a part-time job, summer job, or volunteer experience. See a career advisor to find job listings and attend the OSU Career Day (April) and the Annual Career and Job Fair (January).

If you are considering either medical school, law school, or other graduate school options, attend an "Applying to Graduate or Professional School" workshop.

If you need to obtain experience in your chosen field, search for internships or part-time jobs through your college career services. As you get closer to graduation, search the full-time job listings.

Regardless of your graduation quarter, be ready to conduct your full-time job search during fall quarter. Companies conduct approximately 75% of all full-time jobs recruiting in fall quarter alone.

Go to Employer Information Sessions.

Network with potential employers as much as possible during your final year at OSU.

Go to Career Fairs held throughout the year.

Have your resume critiqued by a career professional.

Polish your resume, job search letters, and interview skills. Employers expect more of you now.

Participate in a mock interview.

Meet with a career counselor to determine which strategies will be optimal for you and to learn more about career resources that you can use during your search.

Obtain a copy of a job search guide and review it thoroughly.

If graduate or professional school is your next step after graduation, meet with a career or academic advisor to plan your application process this year. *If you haven't already done so, find out if standardized tests are required to apply to your target programs and plan to take them as soon as possible. *Have your application and statement of purpose reviewed by a career/academic advisor or faculty member. *Attend the Graduate & Professional School Expo during autumn quarter.

Interview for positions before you graduate (4-6 months prior to graduation).

You can find us on the second floor of the Younkin Success Center (1640 Neil Avenue). Career counselors/consultants are available by appointment or during walk-in hours. To schedule an appointment, call (614) 688-3898. Bilingual services offered. Our appointment hours are from 8 a.m.–5 p.m. Monday through Friday. Walk-in hours are Monday & Wednesday from 2–4 p.m., Tuesday & Thursday from 11 a.m.–1 p.m. and Friday 9–11 a.m. 