



Career Connection
The Ohio State University
Younkin Success Center
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www.ccs.ohio-state.edu/career-connection

Four Year Career Planner

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. And remember career counselors and/or academic advisors are 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 academic adviser choose GECs that will help you to explore different majors.
- Become acquainted with your career services offices on campus (<http://www.careers.ohio-state.edu/>)
- Use MonsterTRAK (<http://www.jobtrak.com/>) to find part-time and summer jobs. Start looking at all places that have internship information.
- Attend the OSU Career Day during the autumn quarter (usually in October) (<http://fisher.osu.edu/career/careerday/>.) and the Annual Career and Job Fair (usually in January) (<http://oma.ohio-state.edu>)
- Attend the Collegiate Job & Internship Fair of Greater Columbus during spring quarter (usually in April) (<http://www.cjif.org/>) Ask employers, “what does your company look for in new hires”?
- 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.
- 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.

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 270.01 to explore different majors options or work with the Exploration Program in USAS.
- 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.
- 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. For more information visit <http://www.careers.ohio-state.edu/>
- Update your resume. If necessary, attend a resume-writing workshop. Have it critiqued by a career professional.
- Learn how to interview successfully and how to write a really good cover letter.
- Strengthen transferable skills by obtaining a part-time job, summer job or volunteer experience. Use MonsterTRAK (<http://www.jobtrak.com/>) to find job listings and attend the OSU Career Day (October) and the Annual Career and Job Fair (January).

- If you are considering medical school, law school or other graduate school options, attend an "Applying to Graduate or Professional School" workshop.
- Start collecting letters of recommendation

THIRD YEAR

- Make an appointment to see a career counselor to ensure you are on target to achieve your career and educational goals.
- 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 via *Partners In Education*. Ask your counselor for information.
- 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
- Update your resume and brush up on your interviewing skills.
- Join a Professional Association.
- 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 (usually October).
<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.

FOURTH YEAR

- If you need to obtain experience in your chosen field, search for internships or part-time jobs on MonsterTRAK (<http://www.jobtrak.com/>). 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.
- Participate in on-campus recruiting.
- Network with potential employers as much as possible your final year at OSU.
- Go to Career Fairs held throughout the year.
 - Participate in a mock interview.
 - Go to Employer Information Sessions.
- Polish your resume, job search letters, and interview skills. Employers expect more of you now.
- Meet with a career counselor to determine which strategies would be optimal for you and to learn more about career resources you can use during your search.
- Have your resume critiqued by a career professional.
- Obtain a copy of a job search guide and review it thoroughly.
- Interview for positions before you graduate (4-6 months prior to graduation).
- 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 (October).