

College Career Timeline

Career exploration can begin at any time. Below are some ideas to get your career path started. You will begin to steadily gather knowledge and experience to prepare yourself for exciting and challenging careers.

FIRST YEAR: SELF ASSESSMENT

- If you have not declared a major or are unsure of a selected major, make an appointment with a Career Coach to clarify your career goals.
- Take different assessments to discover your personality type, interests, values, and work style. These are available to you for free in the Career Development Center.
- If you already have a career goal, research it in depth to see if it is compatible with your personality type and life goals.
- Consider joining campus organizations. While making friends, you will also develop useful career skills.
- Visit the Career Development Center. Make an appointment with a career coach to become familiar with the available resources.
- Create/develop your Handshake profile to begin learning what employers are hiring.
- Visit our website at www.career.loyno.edu to explore more

SOPHOMORE YEAR: EXPLORATION

- Complete a job search on Handshake and visit the Career Development Center to explore job and internship opportunities.
- Find courses that will improve your overall professionalism in areas such as communication, public speaking, technology, cross-cultural awareness, and leadership.
- Begin developing your marketing documents (resume, cover letter, LinkedIn profile, portfolio, etc.)
- Apply for a summer internship by attending career fairs, meeting with a career coach, and checking out the internship resources available in the Career Development Center.
- Continue participating in campus organizations; find opportunities to develop strong leadership and communication skills.
- Consider study abroad and other off-campus experiences.
- Start to develop a network of career contacts through professional organizations in your chosen career field.

JUNIOR YEAR: EVALUATING & DECISION MAKING

- Keep your resume updated and upload it into Handshake for employers to view.
- Continue attending career fairs and other career events.
- Schedule a mock interview with a Career Coach to polish your interviewing skills.
- Make an appointment with a career coach to clarify career goals.
- Conduct information meetings with individuals working in careers that interest you. Use those contacts to continue building your network.
- Check Handshake regularly for company listings and interview dates.
- Identify a summer internship to test out your field of interest, learn first-hand about the company and career, and make contacts within the field.
- If considering attending graduate school, do some preliminary research on various programs.

SENIOR YEAR: PLANNING, PREPARATION & IMPLEMENTATION

- Find a professional interview suit or interview attire that makes you feel confident.
- Attend career workshops & career fairs to refine job-seeking skills, polish your resume, and establish an action plan.
- Consult Handshake regularly for campus interview schedules and to submit resumes.
- Research employers and/or graduate and professional schools.
- If you wish to attend graduate school, apply to schools a year prior to intended enrollment/ Do not forget to apply for graduate, teaching, and/or research assistant positions. A career coach will be happy to critique essays and answer questions.
- Keep good notes and follow-up on all applications and interviews.
- Select faculty, administrators, and current/former employers to act as references; discuss interests, skills, personal strengths as related to the positions being sought.
- Continue building your network of contacts. Use your participation in professional organizations and clubs to make connections with people who may provide you with job leads.
- Secure one or more job offers or admission to graduate or professional school. Consider your options, make a decision, accept only one offer, and decline all others.