

Central College Career Center

Yearly Career Preparation Tasks

First Year - EXPLORATION

- Take a variety of courses across the curriculum, including ones that sound interesting and ones you are curious about.
- Meet with a career counselor to begin the career development process and explore your resources.
- Complete an interest inventory and a personality indicator, then relate the results to your college major and career options.
- Gather information about yourself through your experiences, self-reflection, and self-analysis.
- Take *The Exploring Experience*, a one-credit career exploration course (offered both terms).
- Talk to faculty and seniors in majors of interest—find out what they're really about.
- Review current information about majors from the Central web site and from the Central course catalog (also available online).
- Become familiar with resources about majors and careers at the Career Center, directly from academic departments, and on the Web.
- Explore clubs, organizations, and professional associations in majors and careers of interest.
- Visit with employers and alumni at Meet the Pros events to get ideas and career advice.
- Make the most of part-time and summer jobs and volunteer activities to gain valuable experience.
- Attend Career Center workshops and other events to get started on résumé writing and other tasks.

Sophomore - INVESTIGATION

- Review/complete tasks from previous year.
- Research majors and careers using Career Center, library, web, and network resources.
- Attend Meet the Pros events. Talk with professionals about career fields and expectations.
- Take the opportunity to talk with faculty, advisors, staff, and professionals about majors and careers.
- Become active in clubs, leadership development programs, and student organizations to build skills, become aware of opportunities, and expand your network.
- Investigate part-time and/or off-campus jobs or volunteer opportunities to build your résumé.
- Start thinking about an internship for next summer or next year. What would you like to learn? Where would you like to work?
- Begin to search for a mentor or mentors to help guide you. The Career Center can help put you in touch with alumni willing to be mentors.
- Interview or shadow alums or professionals in careers of interest. The Career Center has interview questions for you to use!
- Declare a major and/or minor. Develop an academic timeline for your junior and senior years including experiences like study abroad, internships, or other work and volunteer opportunities.
- Choose your part-time jobs strategically to gain more experience or try something out.

JUNIOR - CONFIRMATION

- Review/complete tasks from previous years.
- Gather career information, especially researching specific careers and companies via the web.
- Continue developing relationships with mentor and advisors. Establish faculty and work references.
- Attend career fairs of interest—the Career Center keeps a list. Talk to employers about future internships and jobs and how to apply.
- Meet with potential employers on campus at information tables or Meet the Pros events.
- Complete a practicum or internship during the school year or summer. Attend an internship workshop to get started.
- Create a draft résumé and receive feedback from professionals.
- Attend Career Center workshops on résumé and letter writing, job search strategies, interviewing, and professional etiquette.
- Attend leadership development programs and take active leadership role on campus.
- Explore graduate school information. Find out admission requirements for programs of interest.
- Take GRE, LSAT, MCAT, etc. as required for graduate school admission in April, May, or June.
- Explore and become a member of professional associations in careers of interest.
- Use summer employment and/or internships to gain work experience.
- Use an “information interview” to talk with professionals and gain an inside view of potential careers.

SENIOR - IMPLEMENTATION

- Review/complete tasks from previous year.
- Gather career information from all possible sources—especially the web. Discover best web sites for employer information and job postings.
- Attend career fairs, particular the Iowa Career Expo in January over the holiday break. Talk about job outlook and possibilities with professionals. Submit your résumé for consideration or apply online.
- Meet with potential employers and alumni on campus at Meet the Pros events and info tables.
- Continue/take active leadership roles on campus through clubs, student government, etc.
- Attend Career Center workshops on résumé and letter writing, job search strategies, interviewing, and professional etiquette.
- Join professional associations in fields of interest.
- Solidify faculty and work references.
- Polish winning résumé and continue updating it. Begin sending it in paper and electronic formats. Accompany résumés with tailored cover letters. Keep good records of application activities.
- Participate in mock interviews, on-campus interviews, ICRN interview events at various locations, and on-site interviews when selected. Send thank you notes after interviews.
- Complete and send graduate/professional school applications six weeks in advance of deadlines.
- Continue to develop your network and make regular contacts to gather information and explore job leads/opportunities. Talk to everyone you know about your interest in employment and/or location.
- Stay positive and focused through this phase of your career journey! Your work will pay off.



To get started with these tasks or get help with questions, come see us!
Check out our website at www.central.edu/career

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