

Rensselaer Career Development Center – Four-Year Timeline

	Exploration FRESHMAN YEAR	Investigation I SOPHOMORE YEAR	Investigation II JUNIOR YEAR	Implementation SENIOR YEAR
Academics	<ul style="list-style-type: none"> ○ Meet with your academic advisor to plan your curriculum. ○ Get to know the Learning Assistant in your residence hall. ○ Try to involve yourself in team-related projects and/or research. ○ Undecided? Meet with your advisor and a career counselor to discuss your options. 	<ul style="list-style-type: none"> ○ Obtain information about declaring a major (if you haven't done so already). ○ Make a special effort to get to know your professors ~ they can't serve as a reference if they do not know you. ○ Work towards a good GPA. If you find you need help in a class, get help early. Seek assistance from the Advising and Learning Assistance Center, if needed. ○ Join a professional organization related to your academic and/or career interests. ○ Continue to meet with your academic advisor. Seek advice on your curriculum and obtain information on gaining experience including: <ul style="list-style-type: none"> ➢ Cooperative Education Program ➢ Summer Job & Internships ➢ Undergraduate Research and Study Abroad Programs 	<ul style="list-style-type: none"> ○ Add a double major, minor or concentration in another field to expand your career options. ○ Join a professional association and get involved as a member or in a leadership role. ○ Attend seminars sponsored by your department. ○ Take electives to enhance your marketability. ○ Begin planning for the graduate/professional school application process. ○ Understand what Graduate School Entrance Exams might be required and check dates for graduate school admission tests. ○ Continue to meet with your academic advisor. Seek advice on your curriculum and obtain information on gaining experience including: <ul style="list-style-type: none"> ➢ Cooperative Education Program ➢ Summer Job & Internships ➢ Undergraduate Research and Study Abroad Programs 	<ul style="list-style-type: none"> ○ Finalize course selections and be sure you meet graduation requirements. ○ Graduating Students Checklist and Degree Application. (Registrar) ○ Fall: Send out graduate school applications and complete appropriate financial aid forms on time (typically in the fall semester). ○ Submit applications for graduate/professional school. ○ Understand what Graduate School Entrance Exams might be required and check dates for graduate school admission tests. ○ Attend the annual Graduate/Professional School Fair. ○ Develop a senior or capstone project in your field.

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Career	<ul style="list-style-type: none"> ○ Register with the Career Development Center through RedHawk JobLink. ○ Read about career options in your major fields of interest. ○ Talk with faculty and upper-class students about different majors and careers. ○ Attend the workshops offered by the CDC - Check out the CDC's listings on the calendar provided on JobLink. ○ Create/update your resume and learn to write a winning cover letter. ○ Research part-time and summer job opportunities - attend a Summer Employment workshop. 	<ul style="list-style-type: none"> ○ Continue to assess your interests, skills and values; read and research major fields and careers of interests. ○ Use experiential opportunities to learn more about careers. ○ Interview professionals in fields of interests or shadow professionals to learn more about potential careers fields. ○ Each August: Update your Profile on the CDC's online recruiting system, RedHawk JobLink. ○ On-Campus Interviews take place in both the Fall and Spring semesters. Many employers seeking summer interns begin to interview candidates in the Fall. ○ Schedule an Appointment to meet with a Career Counselor to evaluate your career goals & objectives. 	<ul style="list-style-type: none"> ○ August: Update your CDC Online Account on RedHawk JobLink to view open jobs and participate in On-Campus interviews. ○ Schedule an Appointment to meet with a Career Counselor to evaluate your career goals & objectives. ○ Update your Resume at the beginning of each semester and as needed during the year. ○ Practice your interviewing skills: Sign up for a Mock Interview with a CDC Counselor. ○ Apply to the Cooperative Education Program at least one semester before planning a Spring-Summer or Summer-Fall work assignment. ○ Check out RedHawk JobLink for additional job opportunities. ○ On-Campus Interviews take place in both the Fall and Spring semesters. Many employers seeking summer interns begin to interview candidates in the fall semester. 	<ul style="list-style-type: none"> ○ August: Update your CDC Online Account on RedHawk JobLink to view open jobs and participate in On-Campus interviews. ○ Analyze & summarize experience gained from the past four years. Assess your career-related strengths and skills. ○ Update your resume for On-Campus Interviewing or if applying to Graduate/Professional School. ○ Examine your career-related Values, Interests, Personality and Skills. ○ October: Attend the NSBE/SHPE Career Fair. ○ Participate in On-Campus Recruiting two semesters prior to graduation.

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Career	<ul style="list-style-type: none"> ○ Attend a Co-op Information Meeting as the first step to getting involved in the Cooperative Education Program. ○ Attend the Career Fairs held each fall and spring. ○ Begin to build employment skills through a wide variety of experiences on and off campus. ○ Consider taking a skills and interest inventory. 	<ul style="list-style-type: none"> ○ Update your Resume at the beginning of each semester and as needed during the year. ○ Attend CDC Workshops and Events (see our calendar on your RedHawk JobLink desktop) to learn about interviewing, writing cover letters and much more! ○ Apply to the Cooperative Education Program at least one semester before planning a Spring-Summer or Summer-Fall work assignment. ○ Develop your technical skills: explore career-related internships, URP's and NSF sponsored REU's. ○ Attend the Career Fairs held at Rensselaer each Fall (NSBE-SHPE) and Spring (CDC Spring Career Fair) to meet with employers and learn about potential openings for Summer, Co-op and Full-time jobs. ○ Begin to build employment skills through a wide variety of experiences on and off campus - get a part-time job! ○ Consider taking a skills and/or interest inventory. Ask about these tools in the CDC. 	<ul style="list-style-type: none"> ○ Attend the Career Fairs held at Rensselaer each year: Fall Semester: NSBE/SHPE and Spring Semester: CDC Spring Career Fair to meet with employers and learn about potential openings for Summer and Co-op jobs. ○ Obtain experience in your field of interest: co-op, summer job, undergraduate research project, or study abroad. ○ Attend CDC Workshops to prepare for On-Campus Recruiting. 	<ul style="list-style-type: none"> ○ Attend CDC Workshops & Events. ○ January: Attend the CDC Spring 2009 Career Fair ○ Network with professors, on-campus speakers, family and friends to develop prospective contacts. ○ Check out RedHawk JobLink to identify additional job opportunities. ○ Spring/Summer: Complete the CDC's First Destination Survey once your final plans are set. ○ Practice your interview skills: Sign up for a Mock Interview in the CDC.

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Personal/ Social	<ul style="list-style-type: none"> ○ Assess your changing relationship with your parents and family. ○ Allow time for friends and leisure activities. ○ Join a mentoring program. ○ Attend the Activities Fair to learn about organizations & clubs on campus. 	<ul style="list-style-type: none"> ○ Join or start a new Club - get involved! Employers like to see evidence of extracurricular activities and leadership in action. ○ Gain leadership experience: Get involved with Student Government! ○ Work on a team project in your residence hall, sorority or fraternity or through the Independent Counsel. ○ Make new friends - join an Intramural Sports Team. ○ Consider Volunteering. ○ Make an effort to meet and get to know students from other countries. Check out the ISSS website. ○ Consider applying for the Professional Leadership Program through the Archer Center. ○ Begin to build your personal network ~ talk with friends, family, faculty, staff alumni and work colleagues. 	<ul style="list-style-type: none"> ○ Seek leadership opportunities; run for an elected office. ○ Expand your personal network ~ talk with friends, family, faculty, staff alumni and work colleagues. ○ Consider applying for a Resident Advisor position. ○ Explore community service activities and consider Volunteering. ○ Continue to develop your list of professional & academic references. ○ Begin to build a professional wardrobe for interviews and beyond. ○ Make an effort to meet and get to know students from other countries. Check out the ISSS website. 	<ul style="list-style-type: none"> ○ Evaluate your lifestyle interests and values to determine your post-graduation plans. ○ Periodically review your career and life goals. ○ Be aware of changing relationships with parents, siblings, friends, and significant others. ○ Develop a budget and evaluate your financial responsibilities. Check out Student Loan Information. ○ Check out the CYE Website and be sure to track activities planned for your final year at Rensselaer!

**Career Development
Center**
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