

GENERAL CAREER PLAN

First-Year Students

- Get to know OSU and the Stillwater community.
- Become familiar with services provided by OSU Career Services and the College of Education Career Services Office.
- Develop skills in time management, goal setting, and study habits (maintain a high GPA)
- Further develop your communication skills (both oral and written) as it is the most sought after skill of employers.
- Explore self-assessment tools to understand yourself better.
- Identify and join student organizations to explore interests and build skills.
- Obtain relevant work experiences through volunteer work, part-time jobs, summer jobs or internships.
- Write a résumé and have it reviewed by a Career Consultant to help determine areas for development.
- Establish relationships with faculty members, academic advisors, peers, deans, staff, and administrators.
- Attend career development workshops or class presentations.
- Develop a career plan.
- Log-in and update your profile on the *HIRE System*.

Second-Year Students

- Continue to develop relationships with faculty, advisors, and peers to build your network and develop references.
- Meet with academic advisor and Career Consultant to discuss changes or updates to your academic & career plans.
- Research the training needed, growth rate, expected salary range, and possible locations for your desired career.
- Become familiar with employers recruiting OSU students, attend information sessions and workshops to gather information
- Develop and enhance your skills and marketability through leadership positions in student organizations, co-ops, internships, and part-time employment.
- Continue to build skills in areas of importance to employers, including teamwork, leadership, problem solving, and computer skills.
- Attend career development workshops to learn more about résumé and cover letter writing, interviewing skills, and internship opportunities.
- Update your résumé.

Third-Year Students

- Continue to network and gain relevant experience through clubs, internships, summer jobs or co-ops.
- Meet with your academic advisor and select courses that broaden your academic foundation and expand your employment opportunities
- Meet with career consultant to review career goals or polish your resume and cover letter.
- Participate in a mock interview.
- Research specific employers who are of interest to you.
- Attend professional meetings and conferences.
- Hold a leadership position in a campus organization and serve on committees.
- Attend career development workshops to learn the most effective job search techniques.
- Update your HIRE System profile and default resume.
- Attend Career Fairs.
- Obtain information on graduate programs and entry requirements if graduate school is part of your career plan.
- Prepare for and take the required entrance exam for graduate school.

Fourth/Fifth-Year Students

- Update your HIRE System profile and default resume (have a career consultant review your resume).
- If considering graduate school, take the appropriate admissions tests.
- Continue to network and build contacts that can help you develop job search tactics and learn about opportunities.
- Participate in mock interviews to fine tune your interviewing skills.
- Attend job-search workshops and meet with a career consultant to develop a job search strategy right for you.
- Use your school breaks to conduct prospective plant tours, informational interviews, visits to Career Fairs in targeted locations, and employer visits.
- Purchase the appropriate business attire and materials for the transition from school to work.
- Participate in Career Fairs, networking receptions, employer information sessions, and on-campus interviews.
- Practice identifying skills in job descriptions that employers are seeking and match them with your own.
- Research employers of interest to prepare targeted cover letter and resume as well as preparing for the interview.
- Send thank-you letters after each interview.
- Upon accepting a position, report employment to OSU Career Services.