FOUR-YEAR CAREER DEVELOPMENT PLAN

FRESHMAN YEAR
☐ Create a profile on Handshake.
☐ Join the Endorsed Internship and Career Ready Program.
☐ Take the TypeFocus7 assessment in goPFW (Career Development tab); meet with a career counselor.
☐ Apply for an on-campus job.
☐ Create a rough draft of your résumé and have the Career Development Center critique it.
☐ Explore occupations on O*Net at onetonline.org.
☐ Attend an Immersion Excursion.
☐ Participate in a student organization and attend multicultural programs on campus.
☐ Attend the Freshman Leadership Retreat (pfw.edu/flr).

SOPHOMORE YEAR
☐ Conduct informational interviews with professionals in your field of choice.
☐ Create a LinkedIn profile.
☐ Prepare a professional outfit for interviews (visit the Mastodon Career Closet for assistance).
☐ Earn the Intern Ready Certificate within the Endorsed Internship and Career Ready Program.
☐ Practice with a mock interview.
☐ Seek out volunteer opportunities on campus and in the community.
☐ Attend the Mastodon Internship Fair in the fall.
☐ Participate in a student organization and attend multicultural programs on campus.
☐ Attend the Sophomore/Junior Leadership Retreat (pfw.edu/sjlr).

JUNIOR YEAR
☐ Assess your professional network and determine how to grow it.
☐ Attend networking events offered on campus and in the community.
☐ Research and identify graduate or professional schools of interest.
☐ Seek out a leadership role in a student organization or volunteer capacity.
☐ Ask for LinkedIn recommendations from faculty and employers.
☐ Obtain a career-related internship.
☐ Meet with a career counselor to refine career goals and stay on track.
☐ Attend the Mastodon Career Fair in the spring and the Mastodon Internship Fair in the fall.
☐ Earn the Career Ready Certificate within the Endorsed Internship and Career Ready Program.
☐ Update your résumé and have the Career Development Center approve it on Handshake.
☐ Attend the Sophomore/Junior Leadership Retreat (pfw.edu/sjlr).

SENIOR YEAR
☐ Complete graduate or professional school applications and prepare for the interview and admission process.
☐ Research companies and positions of interest and begin applying three months before graduation.
☐ Gather information about job offers, competitive salary ranges, and benefits.
☐ Attend the Mastodon Career Fair in the spring.
☐ Complete a mock interview tailored to a specific job you’ve applied for.
☐ Invest in a professional wardrobe, appropriate to your field.
☐ Identify professional references; ask them to serve as a positive reference while you go through the job-search process.
☐ Request letters of recommendation for job and graduate school applications.
☐ Develop a budget and understand how the average salary and benefits will aid in fiscal responsibility.
☐ Attend the Senior Leadership Experience (pfw.edu/sle).