

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).

Career Development Center

PURDUE UNIVERSITY FORT WAYNE

260-481-0689 | careercenter@pfw.edu | pfw.edu/career