

FOUR-YEAR CAREER DEVELOPMENT PLAN

FRESHMAN YEAR

- ☐ Create a profile on Handshake.
- ☐ 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.

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).
- ☐ Practice with a mock interview.
- ☐ Seek out volunteer opportunities on campus and in the community.
- ☐ Attend the fall internship fair.

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 internship and career fairs.
- ☐ Update your résumé and have the Career Development Center approve it on Handshake.

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 Spring Career Fair.
- ☐ 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.

Career Development Center

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