Do you need help planning what steps you should take to develop yourself and prepare for a career? Review these steps, take action, and you’ll have your career search off to a great start.

**FIRST – YEAR: ASSESS & EXPLORE**

- Identify campus resources and get to know OSU and the Stillwater community. Connect with your faculty, academic advisors, peers, and staff.
- Develop skills in organizing your time, setting (and achieving!) goals, and effective studying.
- Set a desired GPA each semester, and strive to reach it.
- Enhance your communication skills, both oral and written.
- Identify and join student organizations or volunteer activities that will provide leadership opportunities as well as enable you to explore interests and build skills.
- Become familiar with the services provided by OSU Career Services and Human Sciences Career Services.
- Gain experiences through internships, volunteer work, part-time jobs, and summer positions.
- Create a collegiate master resume and have it reviewed by our Human Sciences Career Consultant.
- Participate in career development workshops and Career Fairs to gather information on potential careers and employers.

**SECOND – YEAR: RESEARCH**

- Continue first-year activities.
- Meet with your advisor and the Human Sciences Career Consultant to discuss your career goals and job search strategies. Learn where recent graduates are working.
- Make contact and develop relationships with faculty and professionals in your field of study. Use these contacts to build your network and develop references.
- Research the training needed, growth rate, expected salary range, and possible locations for your desired career.
- Attend career development workshops to learn more about résumé and cover letter writing, interviewing skills, and internship opportunities.
- Develop and enhance your skills and marketability through student organizations, co-ops, internships, and part-time employment.
- Build skills in areas of importance to employers, including oral and written communication, teamwork, leadership, problem solving, and computer skills.
- Update your resume.
- Become familiar with employers recruiting on-campus and their expectations. Attend information sessions and workshops where employers are speaking.
- Subscribe to the HIRE System, the on-campus interviewing and full-time job posting system. This will help you to identify and apply for internships and other opportunities. In many cases, interviews are held on campus.
THIRD - YEAR: FOCUS

- Continue second-year activities.
- Meet with your College Career consultant to discuss goals and job search strategies.
- Research the employers who are of interest to you.
- Attend professional meetings and conferences.
- Secure an internship, part-time job, or summer position to gain experience in your field of study.
- If you are interested in attending graduate school, seek out information on graduate programs and entry requirements. Prepare for and take the required entrance exam for graduate school.
- Continue building your network of faculty and professional contacts.
- 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 resume and develop your cover letter and/or personal statement.
- Establish a profile on LinkedIn; join and thoughtfully participate in relevant networking groups.
- Keep your faculty and advisor informed about your plan(s) and how things are going. Ask for suggestions!
- Update your HIRE System account.

Fourth and Fifth - Year: Seek

- Update your LinkedIn profile.
- Attend job-search workshops.
- Identify skills you have to meet employers’ needs.
- Prepare for interviews – through research, practice, and persistence.
- Invest in appropriate interview and professional attire for Career Fairs, employer information sessions, and other networking opportunities. Don’t forget about shoes and accessories!
- Have your resume, cover letter(s), and LinkedIn profile reviewed – preferably by several professionals.
- If applying to graduate school, take the appropriate admissions tests – such as MCAT, GRE or LSAT – and prepare your applications. Be very attentive to deadlines!
- Participate in mock interviews to fine tune your interviewing skills.
- Network with faculty, professionals, and alumni to learn about potential opportunities.
- Participate in career fairs, networking receptions, employer information sessions, and on-campus interviews.
- Use your school breaks to conduct informational interviews, attend career fairs in targeted locations, and visit with prospective employers.
- Send thank-you notes after each interview.
- Once you’ve accepted a job offer or been accepted to graduate / professional / medical school – share your good news! Next, withdraw any active job or school applications from consideration.

HERE’S A TIP: Invest time each day in your job search. Develop a strategy for yourself by setting goals about how many new contacts you want to make per day or per week, how many applications you want to submit, and how many follow ups you want to strive to make (via email or phone). Remember, a job search is a job in itself,