

# Career Preparation Checklist At-A-Glance

## Freshman & Sophomore Career Preparation

- Visit the Career Services website to learn about workshops, events, services, and resources available to students
- Complete student profile on Sun Devil CareerLink
- Schedule an appointment with Career Services if you need assistance with:
  - › Assessing your interests, skills, personal and work values and lifestyle factors
  - › Research possible majors
  - › Investigate career options
- Research career options within your major
- Identify and enhance needed job skills through employment, class projects, and/or community activities
- Join and participate in an extra-curricular activity(s) such as a student club or professional organizations/associations related to your major
- Conduct informational interviews with those who are working in your field of interest (e.g. faculty members, academic advisors, alumni, business leaders and community members)
- Begin to develop a professional network

### OUTCOMES

- ✓ Select major
- ✓ Identify career path
- ✓ Begin to think of yourself as a future professional

## Junior Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students
- Review Sun Devil CareerLink and attend 2-4 ASU sponsored employer events
- Attend 3-4 webinars and workshops through Career Services & meet with a Career Adviser
- Investigate and pursue internships, part-time jobs and/or volunteer experiences related to your major
- Actively participate/take on a leadership role in extra-curricular activities such as a student club, professional organizations and associations related to your major
- Enhance your professional network
- If looking to attend graduate school, meet with faculty to discuss graduate school options and planning for graduate school applications

### OUTCOMES

- ✓ Create resume and cover letter
- ✓ Develop a verbal networking message
- ✓ Practice interview skills
- ✓ Develop job search strategies
- ✓ Decide if you would need to apply to graduate or professional school
- ✓ Secure internship or career related part-time employment

## Senior Career Preparation

- Contact Career Services to learn about workshops, events, services, and resources available to students
- Review Sun Devil CareerLink and attend 2-4 ASU sponsored employer events
- Complete an internship
- Research target companies and industries through individuals in your professional network, business newspapers and journals related to your major
- Ask professors, employers, internship supervisors, for letters of recommendation
- Meet with a Career Advisor

### OUTCOMES

- ✓ Finalize your resume
- ✓ Enhance your interview skills
- ✓ Finalize *your* job search plan
- ✓ Secure professional employment or graduate school admission

## ASU Career Services

**Downtown Phoenix campus**  
Arizona Center, Suite 265

**Polytechnic campus**  
CNTR 110

**Tempe campus**  
SSV 329

**West campus**  
UCB 304

