

CAREER SERVICES *at Whitworth*

4 Year Plan Career Planning Guidelines

Freshman Year:

Academics

- √ Try required courses to help explore Majors
- √ Meet professors, take advantage of office Hours
- √ Attend Freshman Open House, Fall Semester
- √ Enroll in GE 148 Major & Career Choice Class

Career

- √ Attend Career Services/Student Employment Summer Job Fair in April
- √ Attend Career Services Open House Fall Semester
- √ Meet with Career Services Counselor to become familiar with career resources
- √ Find summer employment related to your career interests

Extracurricular

- √ Ask RA's for help if you need it
- √ Get involved in dorm activities, student organizations or public service projects
- √ Nurture hobbies, balance work and play
- √ Work on projects requiring team work

Sophomore Year:

Academics

- √ Meet with you academic advisor and career staff to discuss majors and your 4-year plan
- √ Research majors and career choices

Career

- √ Meet with professionals through Alumni Networking Program
- √ Enroll in Major/Vocational Choice Class (GE 148)
- √ Meet with career staff to discuss majors as they relate to careers
- √ Look for summer internships or part-time jobs to gain valuable experience; use MonsterTrak
- √ Begin work on resume for internship/summer work placement
- √ Attend Career Services workshops and job fairs

Extracurricular

- √ Consider leadership role in dorm, campus organization or class project
- √ Volunteer, building team experiences

Junior Year:

Academics

- √ Consider Jan term study options
- √ Research graduate school
- √ Look for research project opportunities through academic department

Career

- √ Meet with a career counselor to discuss your career goals
- √ Attend Career Services workshops, panels, and career/internship fairs
- √ Schedule informational interviews with alums to explore careers
- √ Get a summer job or internship relating to your career interests
- √ Become comfortable with researching opportunities on-line

Extracurricular

- √ Apply for RA or leadership position
- √ Work in a work-study position to build personal skills
- √ Participate in a Spring Break service project or enroll in service learning course

Senior Year:

Academics

- √ Research & apply for graduate school
- √ Work on a research project with a professor

Career

- √ Meet with career counselor to refine your resume and cover letters. Focus and develop job search and discuss future career plans.
- √ Explore job search strategies
- √ Enroll in final internship
- √ Enroll in Job Search/Life Planning Course
- √ Attend career workshops and/or employer information sessions
- √ Attend “Seniors” event
- √ Attend Career Fair and related events
- √ Sign-up for mock interviews and videotaped interviews
- √ Check Career Services job listing posted on-line
- √ Join professional organizations
- √ Complete required exams for graduate school

Extracurricular

- √ Project financial needs and a realistic budget
- √ Talk about your first year after graduation; your ideal work, lifestyle, proximity to friends and family, values and longer-term goals

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