Checklist for Freshman

- Important: Register on the web with ILink at http://career-services.tamucc.edu
- Make an appointment for career assessment/testing and career counseling at Career Services in the University Center, 304.
- Visit the Student Employment Office at Career Services to locate jobs available as you work toward your degree. Part-time jobs will make you more marketable after graduation.
- Develop a Career Action Plan detailing the leadership activities, work experiences, and internships you wish to pursue during college.
- Join a student organization and get involved. Visit Student Activities in the University Center, 226 to find out more.
- Attend job fairs to familiarize yourself with career opportunities and possibly land a summer or part-time job and/or internship.
- Establish good relationships with your professors, advisors, and academic advisors. Discuss your career plans with them.
- If you have not selected a major, use the CHOICES Assessment computer program to investigate majors that are associated with your desired occupation.
- Study and work hard to establish good grades. Many employers have minimum grade point requirements for internships and employment.

Checklist for Sophomores

- Update information or register in ILink if you have not already done so at http://career-services.tamucc.edu
- Seek career-related employment and internships. Also seek campus leadership positions.
- Join one of the organizations you have identified in your Career Action Plan.
- Explore volunteer opportunities to learn more about your career choice and help you get valuable experience.
- Attend Career Services workshops to learn more about resume writing, interviewing, and job search skills and techniques.
- Attend job fairs. These can help you to get a summer co-op, internship or part-time job in a field you are considering.
- Try job shadowing, spending a day with or working alongside someone in your field of interest.
- Continue building relationships with you professors, advisors, and academic advisors. Discuss your career plans with them.
- Study hard. Remember, recruiters will be interested in your grades in a couple of years.
**Checklist for Juniors**

- Update your information or register with ILInk if you have not done so yet at [http://career-services.tamucc.edu](http://career-services.tamucc.edu).
- Upload your resume to ILInk if you have not done so yet. You cannot see postings for internships without it. You can do this at [http://career-services.tamucc.edu](http://career-services.tamucc.edu).
- Formulate a list of specific job titles in which you are interested in. The CHOICES Assessment can help you.
- Meet participating professionals in career fields in which you are interested and begin to develop your career network through information interviews.
- Continue to develop leadership and organizational skills in campus organizations. Join professional and honorary organizations that meet your criteria.
- Attend on-campus and off-campus job fairs to make vital contacts with future employers.
- Attend Career Services workshops on resume writing, job search and interviewing.
- Attend Get the Job or Dress to Impress and the Business Etiquette Dinner programs to get tips on interviewing, professional attire and business etiquette.
- If graduate or professional school is advised for your career interest area, attend the Fall Graduate School Fair. Begin writing to universities that offer academic programs you seek. Career Services can help you identify schools with appropriate programs. The University library has college catalogs on microfiche or CD-ROM.
- Keep building relations with your professors, advisors and academic advisors.
- Keep hitting those books! Good grades will pay off.

**Checklist for Seniors**

- Register with ILInk or update your information if you have not done so yet at [http://career-services.tamucc.edu](http://career-services.tamucc.edu).
- Upload your resume to ILInk if you have not done so yet. You cannot sign up for on-campus interviewing without it. You can do this at [http://career-services.tamucc.edu](http://career-services.tamucc.edu).
- Sign up for on-campus interviews using ILInk. Students graduating in May should start interviewing in the fall.
- This is your last chance. If you haven’t done a career-related internship, NOW is the time. Otherwise, you might lose out in the competition for jobs to students who have work experience.
- If you haven’t already done so, join professional and honorary organizations that meet your criteria and seek leadership positions. Subscribe to professional magazines or journals in your field (some are available via the Internet).
- Attend Career Services workshops to hone your job search skills. Do a practice or mock interview at Career Services. You can have it videotaped for future reference.
- Attend programs such as Get the Job, Dress to Impress or Business Etiquette Dinner to gain an edge on interviewing.
- Attend job fairs. Great companies come to our campus in search of great employees. It could be you.
- Apply for graduate or professional schools of interest.
- Maintain regular contact with your professors and other references to keep them apprised of your job search progress. Get letters of reference from them and your employers.
- Student Teachers, start your Teacher Credential File at UC 304. It includes necessary materials that school districts require for employment purposes. Make plans to attend the Teacher Job Fair to talk with recruiters from districts you are interested in.
- Don’t let up on your studying. Remember recruiters are interested in your demonstrated success and academic achievement.
- Notify Career Services as soon as you accept a position or have been accepted into a graduate program so we can celebrate with you!