

CAREER DEVELOPMENT CHECKLIST

FRESHMAN & SOPHOMORE YEARS

EXPLORE SELF, MAJORS AND CAREERS

- Log into **Cougar Pathway through AccessUH** to find an on-campus job or schedule an appointment with a career counselor.
- Complete the **Focus2 career planning assessment** to learn about majors and occupations related to your interests, skills and values.
- Utilize online career planning resources:** CareerOneStop, O*Net Online and the Occupational Outlook Handbook.
- Explore career fields** through work, volunteering, job shadowing and informational interviews with professionals in fields of interest.



GAIN EXPERIENCE AND MAKE CONNECTIONS

- Visit **Get Involved through Access UH** to for on-campus involvement opportunities; search based on interests, majors and occupations.
- Attend career fairs and meet and greets** to practice communication skills and find jobs and internships.
- Meet with a faculty member, visit the Office of Undergraduate Research and search in Cougar Pathway to learn about **research opportunities on campus**.
- Gain experience through a **summer experience** such as an internship, part-time or full-time job, study abroad or volunteer work.



CREATE PROFESSIONAL DOCUMENTS

- Create or update your resume and cover letter. See an example in the **CoogCareers workbook** and visit UCS for a review.



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JUNIOR AND SENIOR YEARS

PREPARE TO APPLY FOR JOBS AND GRADUATE SCHOOL

- Attend UCS workshops** to strengthen job search skills such as resume writing, interviewing, salary negotiation and networking.
- Research graduate school programs** including testing and admission deadlines; create a document to track activity.
- Schedule a mock interview** with a career counselor to practice and get feedback on your interview skills.
- Ask three people to serve as references;** share your resume and updates on job and graduate school applications.
- Organize your job search** and track your activity including who you meet, where you apply, status of applications and more.
- Ask family, friends professors and past employers about **internship and job leads.**



GAIN EXPERIENCE AND MAKE CONNECTIONS

- Join a local chapter of a national organization.**
- Maintain knowledge of industry trends** by reviewing current professional literature and news.
- Secure a leadership role** through work, volunteering or on-campus involvement.
- Create a LinkedIn profile;** connect with peers, employers and groups of interest.



PREPARE FOR A TRANSITION

- Build a professional wardrobe** and gather industry appropriate attire. Visit UCS to rent a suit or a referral for free attire.
- Utilize University Career Services free for six months after graduation.**

