

# FOUR YEAR CAREER CHECK-LIST

This checklist is a guide of things you can complete throughout your time at WIU to help prepare you to transition into the workforce after you graduate. Choose which activities you think will be beneficial to you and check them off as you complete them!

**Remember to visit the WIU Career Development Office in 014 Memorial Hall - 298-1838 – [wiu.edu/careers](http://wiu.edu/careers)**

## **FIRST YEAR: EXPLORATION - It is all new...**

- Create your Handshake profile!!
- Go to the WIU Career Development website and on the left-hand margin locate and open the **Career Planning** link.
- Start with **“What Can I Do With This Major”?** Look over the majors and notice all the potential career options/jobs that the major can pertain to. Choose a few titles that you are interested in possibly pursuing.
- Go back and open the **“Occupational Outlook Handbook”** (OOH) link and search the job titles that you have identified from the first link. The OOH will provide you with the details necessary for obtaining the careers/jobs that may have interested you.
- Go back and use the **“O\*Net”** link to further your exploration of potential careers/jobs.
- Meet with a CD staff member to discuss your career interests, to start building a resume, developing an on-line persona ([Linked In](#)) and building your **Handshake** profile.
- Go to class, join a student organization, participate in your residence hall activities, and think about getting a summer job. It’s never too early to begin building that resume.

## **SECOND YEAR: ADVANCEMENT...it is starting to become focused...**

- Meet with a CD staff member to solidify your career plans, update your resume, and on-line persona by updating your Handshake profile.
- Upload your resume to Handshake. (search for internships in this site)
- Meet with a CD staff member to discuss “how to interview” for a job and/or internship. During this meeting ask about Big Interview and how it can help prepare you for your interviews.
- Apply for part-time jobs on and off campus, these help to build transferable skills.
- Conduct informational interviews with professionals in your chosen career field and consider job-shadowing a professional person at their place of business. (Network, Network, Network)
- Attend WIU Career Fairs to gain awareness on employer/company hiring and possible internships.
- Continue to be involved on campus. (run for a leadership position in your organization, create an event, etc.)

## **THIRD YEAR: EXPERIENCE...It is time to think about graduation...**

- Develop a plan to obtain and complete an internship or career related position over the summer.
- Meet with a CD staff member to update your resume, on-line persona, and work on writing cover letters.
- Apply for part-time positions on and off campus.
- Complete mock interviews with CD staff and using Big Interview.
- Take the UNIV 390 Career Prep course.
- Conduct informational interviews with WIU Alumni and Faculty that are in your chosen career field. (Network)
- Attend on-campus and/or virtual Career Fairs.
- Consider Graduate School. (your chosen career may require a Master’s degree)
- Ensure your Handshake profile is up to date with a professional headshot, up to date and edited resume.

## **FOURTH YEAR: TRANSITION...either going to work or graduate school...**

- Research potential employers through Handshake, Glassdoor.com, Indeed.com.
- If attending Graduate School*, have all the necessary applications material completed.
- If going to work*, start your job search 6 to 9 months prior to graduation.
- Network through your [Linked In](#) and [Handshake](#) Accounts and in-person.

- Attend on-campus and virtual Career Fairs.
- Complete more mock-interviews as needed, utilize Big Interview regularly to perfect those interview skills.
- Start purchasing professional clothing (visit the Career Closet in 014 Memorial).