

FRESHMAN CHECKLIST- FALL SEMESTER

_____ Visit the Career Planning Office to learn what is in our career library. You'll find a wide range of career information, summer jobs and other resources. Check out the additional resources we have available such as our resume computer, computer programs for career-decision making, career interest test and job listings.

_____ Make an appointment with one of the Career Counselors. They can assist you with selecting your major and career field.

_____ Obtain a work reference from your summer employer and any other former employers. Ask for a "To Whom It May Concern" letter on their own letterhead. Keep this in your own career planning file until you start your "official" file at our office during your Junior year.

_____ Watch our bulletin boards in Sisson, Barrington Student Union, and Carson lobbies for workshops/programs scheduled. We encourage you to begin attending career workshops now. We can assist you with developing a summer job resume and looking for summer employment.

FRESHMAN- SPRING SEMESTER

_____ Select an extra-curricular activity and ask its student leader how to become involved. Check out volunteer opportunities through the Student Union and Activities Office. These will be very important for your resume. Pick up the handout "Interviewing Career Professionals".

_____ If you have not selected a major or career area, take advantage of the career resources: SIGI+; Focus; College, Knowledge and Jobs; career and major books and handouts in our office and on our web site.



SOPHOMORE CHECKLIST- FALL SEMESTER

- _____ Obtain work reference letters from your summer employer. Get a "To Whom It May Concern" letter on their letterhead. Keep this in your own career planning file until you start your "official" file at our office during your Junior year.

- _____ This is the time to begin selecting your career! Visit the Career Planning Office and utilize our resources to help you with your decision making. Our career resources are extensive (career books, software programs, interest test, etc.).

- _____ Attend "A Major Affair" to obtain major and career selection advice. Watch our bulletin boards in Sisson and Carson lobbies and the Barrington Student Union for the schedule.

- _____ Learn how to network and let us counsel you on how to interview with career professionals. Use the career directories and alumni information to develop contact names. Pick up the handout "Interviewing Career Professionals".

- _____ Write a summer job resume and begin looking for summer employment. Use networking and attend our workshops or make an appointment with our Career Planning staff members. The best time to search for a summer job or career-related experience is during winter break.

SOPHOMORE- SPRING SEMESTER

- _____ If you still have questions about choosing a major and applying a major to careers, now is the time to attend a workshop or make an appointment with a Career Planning staff member.

- _____ If you haven't become involved in extra-curricular activities, now is the time to do it. Ask student leaders or your advisor how you can get involved. If you need information on activities and volunteer opportunities, visit the SGA and Student Union and Activities Office. Your involvement will enhance your resume.

- _____ If you intend to complete an internship, now is the time to begin planning.



JUNIOR CHECKLIST- FALL SEMESTER.

- _____ Start your Career Planning file with us and review the services available to you.
- _____ Begin networking with career professionals-stop by and pick up our handout on "Interviewing Career Professionals". Develop a contact network. Use our career directories and alumni printouts to develop contact names.
- _____ Now is the time to plan a career-related summer or semester experience if you haven't yet completed one. We can help you locate summer jobs. Attend our workshops. Make an appointment with a Career Planning staff member for help locating a summer position. Plan on looking for opportunities for summer jobs over winter break.
- _____ Are you considering graduate school? Pick up our "Applying to Graduate School" handout and check our graduate school listings. See our Career Planning web page for graduate school information. www.potsdam.edu/career
- _____ Pick up our "Graduate School Guide", a book with information on all New England graduate schools.

JUNIOR- SPRING SEMESTER

- _____ You should write your resume now if you haven't already. Pick up the guidelines in our office and attend a workshop.
- _____ Be sure to begin obtaining references from faculty/staff and employers--especially if you won't be taking another course from that professor or you don't plan on returning to the same employer. Forms are available in our office and on our web site for faculty/staff recommendations.
- _____ Read the interviewing handouts. Be sure to attend a workshop--this preparation is important.
- _____ Begin your portfolio preparations. Pick up our handout on "Preparing a Portfolio." Attend a portfolio workshop.
- _____ Attend the Employment Connections (Job Fair) in March to speak with employers about internships and summer job opportunities.

SENIOR AND GRADUATE STUDENT CHECKLIST- FALL SEMESTER



_____ If you have not completed activities that were recommended for Juniors or earlier, these should be completed by this semester.

- _____ resume/cover letter
- _____ establish a reference file
- _____ interview preparation
- _____ obtain references
- _____ portfolio
- _____ register for our Job Registration Program

_____ Job hunting should begin now! Check our job bulletin board and web page at least once a week for job vacancies and employer recruiter announcements.

_____ Make sure your Career Planning file is complete. It should contain at least three references--be sure to get faculty references now.

_____ Pick up a copy of the "Job Search Guide" in the Career Planning Office.

SENIOR AND GRADUATE STUDENT- SPRING SEMESTER

_____ In late February, information will be available on the SUNY-Wide Job Fair, Teacher Recruitment Days, and the Employment Connection Job Fair, which all will be held in March or April.

_____ Continue to check our job vacancy listings and recruiter announcements weekly.

_____ Pick up the job registration form in the office. Submit your resume along with this form to the office. We will send your resume to prospective employers (that post vacancies with us) in your field of choice and geographical preference.

_____ The only career action you will get after graduation is the action you initiate. Attend the workshops and make an appointment before graduation with our office to be sure you have all the materials you need and the knowledge of how to use them to your best advantage!