



Are You On Track to Find a Rewarding Career?

By the end of Freshman year...

<p>Refine major and career path</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visit www.uic.edu/depts/ocs/ (Office of Career Services/OCS) and www.uic.edu/depts/st_empl/ (Student Employment Office/SEO) <input type="checkbox"/> Begin self-exploration process: What are your values, interests, skills, personality? <input type="checkbox"/> Begin to research majors and careers of interest on your own. <input type="checkbox"/> Consider an OCS Career Exploration Group or Workshop. <input type="checkbox"/> Consider meeting with a career advisor for help with the exploration process. 	 <p>Is seeking new experiences to learn and grow</p> <p>Has a strong GPA</p> <p>Has a resume</p> <p>Might be working part-time</p> <p>Has started the career exploration process</p>
<p>Get involved in classes and campus</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Take general education courses in major(s) that interest you <input type="checkbox"/> Get involved in campus organizations & other activities. <input type="checkbox"/> Develop good study skills & establish a strong GPA. <input type="checkbox"/> Take advantage of academic support programs, e.g., TRIO, Mathematical Sciences Learning Center. 	
<p>Apply what you're learning in real-world settings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visit www.uic.edu/depts/st_empl/ (Student Employment Office) for opportunities to make money and gain valuable skills. <input type="checkbox"/> Explore career options and work environments by volunteering. <input type="checkbox"/> Become familiar with the Internship/Career Center associated with your school. They will be great sources of experiential education opportunities. 	
<p>Communicate your strengths to employers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a resume. Stop by OCS or SEO with a draft during drop-in hours for help. 	
<p>Search for an internship or job</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a www.UICcareers.com account to find part-time on- and off-campus jobs. <input type="checkbox"/> Use the Job Location & development (JLD) program through Student Employment to find a job related to your career goal. 	
<p>Get connected to others</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend programs on campus connected to careers you are exploring. <input type="checkbox"/> Get involved in student organizations related to potential careers. 	


Don't worry if you haven't completed all these steps! These suggestions are intended to keep you on track and keep you motivated. It's never too late to begin...

By the end of Sophomore year...

<p>Refine major and career path</p>	 <p>Has declared a major and begun to refine career goals</p> <p>Is considering studying abroad</p> <p>Has at least one volunteer or leadership experience</p> <p>Has begun to talk to professors, advisors and others about career goals</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct informational interviews with professionals/alumni in careers of interest. <input type="checkbox"/> Narrow your choices in preparation for declaring a major by the end of sophomore year.
<p>Get involved in classes and campus</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Begin to take upper level courses. <input type="checkbox"/> Meet with faculty and advisors to clarify major/career options. <input type="checkbox"/> Complete major declaration form. <input type="checkbox"/> Consider studying abroad for a summer or a semester.
<p>Apply what you're learning in real-world settings</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Pursue internships and cooperative education to gain experience and learn about fields that interest you. <input type="checkbox"/> Look for volunteer, employment or student group opportunities to explore your interests and gain skills.
<p>Communicate your strengths to employers</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Update your resume with any new experiences. <input type="checkbox"/> Learn how to write cover letters for internships. <input type="checkbox"/> Work on your interviewing skills in preparation for internship interviews.
<p>Search for an internship or job</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Continue to use www.UICcareers.com to find part-time jobs; start to also use it for internships. <input type="checkbox"/> Use the Job Location & development (JLD) program through Student Employment to find a job related to your career goal. <input type="checkbox"/> Use your college's Internship/Coop office to explore options. <input type="checkbox"/> Expand your searches using indeed.com and simplyhired.com; for non-profits also try npo.net and idealist.org
<p>Get connected to others</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Conduct informational interviews with professionals/alumni in careers of interest.


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By the end of Junior year...

<p>Refine major and career path</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to explore different jobs with faculty, advisors, staff, friends, acquaintances, business contacts. <input type="checkbox"/> Explore different post-graduation options, including graduate or professional school. <input type="checkbox"/> Narrow career choices related to your major. 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>If grad school is a possibility, understands the application process</p> <p>Has begun to create a professional network</p> <p>Has been to at least one job/career fair on campus</p> <p>Has become more comfortable with the interview process</p> <p>Has a resume updated with new experiences</p> </div> <div style="width: 45%; text-align: right;"> <p>Has completed an internship</p> <p>Understands how to write resumes, cover letters, and other business correspondence</p> <p>Understands how to look for opportunities online and how to research employers</p> <p>Is a regular user of UICcareers.com</p> </div> </div> 
<p>Get involved in classes and campus</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If headed to graduate or professional school, learn about testing and other application requirements. Familiarize yourself with the application timeline. Consider working prior to graduate school. <input type="checkbox"/> Assume leadership roles in student organizations or volunteer groups. 	
<p>Apply what you're learning in real-world settings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to pursue internships and cooperative education. <input type="checkbox"/> Continue to look for volunteer, employment or student group opportunities to explore your interests and gain skills. 	
<p>Communicate your strengths to employers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Update resume based on new experiences. <input type="checkbox"/> If you haven't yet learned about cover letters, do so now. <input type="checkbox"/> Make sure you have a separate list of professional references. <input type="checkbox"/> Learn about other forms of business communications, such as thank-you notes. 	
<p>Search for an internship or job</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Research prospective employers using reference databases in the UIC library along with other sources <input type="checkbox"/> Create tracking sheet to track internship/job leads and applications. <input type="checkbox"/> Review professional dress guidelines. Develop wardrobe for Interviews. <input type="checkbox"/> Practice interviewing. <input type="checkbox"/> Attend job/career fairs on campus. 	
<p>Get connected to others</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a LinkedIn profile and join one or more LinkedIn groups . <input type="checkbox"/> Make a few LinkedIn connections each week. <input type="checkbox"/> Attend conferences and workshops related to fields of interest. <input type="checkbox"/> Print networking cards with your picture, career goals and contact information on them to hand out at events. <input type="checkbox"/> Attend job/career fairs on campus. 	

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By the end of Senior year...

<p>Refine major and career path</p>	<p style="text-align: center;">Congratulations! <i>All your hard work has paid off</i></p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Narrow/finalize career next steps. <input type="checkbox"/> Finalize post-graduation options, including graduate or professional school. 	
<p>Get involved in classes and campus</p>		<p>Has a job search strategy and is taking steps to implement it (if no job yet)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assume leadership roles in student organizations or volunteer groups. <input type="checkbox"/> Register and study for required grad school entrance exam if required. <input type="checkbox"/> Complete graduate application process if applicable. <input type="checkbox"/> Present student research.
<p>Apply what you're learning in real-world settings</p>		<p>Has been to many career events on campus throughout the year</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to pursue internships and cooperative education. <input type="checkbox"/> Continue to look for volunteer, employment or student group opportunities to explore your interests and gain skills.
<p>Communicate your strengths to employers</p>			<ul style="list-style-type: none"> <input type="checkbox"/> Update resume based on new experiences. <input type="checkbox"/> Make sure to have a version of your resume that is optimized for applicant tracking systems (for when you upload your resume electronically)
<p>Search for an internship or job</p>		<p>Has completed all grad school applications if applicable</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a job search strategy. Set appropriate expectations – it can take more time and energy than students realize. <input type="checkbox"/> Make appointment with Career Services to refine job search strategy. <input type="checkbox"/> Create a system to track job leads and applications. Follow up on all applications. <input type="checkbox"/> Continue to attend career events on & off campus. Watch for on-campus recruitment opportunities on www.UICcareers.com. <input type="checkbox"/> Continue to practice your interviewing skills. <input type="checkbox"/> Attend job/career fairs on campus.
<p>Get connected to others</p>		<p>Has perhaps completed another internship</p> <p>Is a regular user of LinkedIn and uses other networking tools as well</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Join additional LinkedIn groups related to your career goal. <input type="checkbox"/> Make a few LinkedIn connections each week. <input type="checkbox"/> Attend conferences and workshops related to fields of interest. <input type="checkbox"/> Join a professional association in your field. <input type="checkbox"/> Attend job/career fairs on campus.

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