Your Four-Year Plan
A guide to using your time on The Hill

Freshmen: Gather Options
Get to know yourself and what H-SC and Career Education have to offer

GOALS:
☐ Begin figuring out what your values, interests, skills, and motivations are in relationship to your potential major(s) and career choice(s).
☐ Research potential career fields in relation to tentative majors.
☐ Become aware of Career Education and Vocational Reflection and the resources it offers.
☐ Develop good study skills and establish a strong GPA (some internships, scholarships, and graduate schools will require a minimum GPA for applicants).

ACTIVITIES:
☐ Visit the Office of Career Education and Vocational Reflection (Bagby Hall 209), take a tour, and meet the Career Coaches!
☐ Consider taking one of the many self-assessments available in Career Education to learn about your skills, values, and interests as they relate to your career options.
☐ Schedule an appointment with a Career Coach in Career Education to start talking about what you can do now to prepare for your future.
☐ Work with Career Education to search for summer jobs or internships.
☐ Take a variety of classes you’re interested in to start testing possible majors and career fields.
☐ Explore possible majors by discussing tentative plans with your academic advisor or professors.
☐ Begin developing your resume, or fine tune one you may already have.
☐ Register with TigerConnections (online job and internship board) and familiarize yourself with the network.
☐ Connect on social media to stay current with us:
  o Bookmark our website: http://www.hsc.edu/Career-Education.html
  o Twitter: @hsccareers
  o Facebook: H-SC Career Education Office

Sophomores: Exploration
Select a major and explore career choices

GOALS:
☐ Explore career possibilities by utilizing resources in the Career Library.
☐ Begin to build a personal career network.
☐ Decide on and declare your major(s) and/or minor(s).

ACTIVITIES:
☐ Meet with a Career Coach in Career Education to discuss career options and ways to gain relevant experience.
☐ Update, or create your resume and learn about cover letters.
☐ Talk with the Career Education Office about doing an internship and how to start searching. An internship search is best if started in the early Fall semester!
☐ Conduct informational interviews with employers in your field of interest. Not sure where to start? Ask a Career Coach in Career Ed.
☐ Participate in on-campus organizations, clubs, and volunteering to gain valuable and work-related skills.
☐ Bookmark and check the Career Education events calendar (on webpage) regularly for info sessions, workshops, and chances to meet potential employers and alumni.
☐ Update your information on TigerConnections, the online job/internship board.
☐ Continue to study hard and maintain a solid GPA.
☐ Consider studying abroad for a summer or semester, or doing summer research with faculty.
☐ Start building a professional wardrobe and purchase a portfolio to use in upcoming interviews.
☐ Complete paperwork to declare major.
Juniors: Get Experience

*Gain career-related experience*

**GOALS:**
- Learn about occupations as they relate to your interests and values.
- Gain career-related experience through a number of options.
- Consider either graduate or professional school, or a job after graduation.
- Become familiar with the internship and job search processes.
- If considering graduate school, learn about what is needed and which schools you may be interested in.

**ACTIVITIES:**
- Meet with Career Coaches at Career Education for help with the job search, resume and cover letter writing, applying to graduate school, interviewing, and career guidance.
- Update your resume and learn how to write a good cover letter.
- Consider doing an internship during the summer in a field of interest.
- Attend workshops, programs, and info sessions sponsored by Career Education and take advantage of the many resources and events offered.
- Update info on TigerConnections and explore it frequently for internship opportunities.
- Maximize involvement with campus clubs and organizations to further develop transferable skills employers are seeking.
- Continue informational interviewing and expand your network.
- Consider studying abroad for a summer or semester.
- Participate in job shadowing and/or volunteer and community service opportunities for career-related experiences.
- Identify professional associations related to your career interests and get involved to stay up-to-date on trends in your interest area.
- If considering grad school, initiate conversations with your faculty to research your options. Prepare for the appropriate entrance exam.

Seniors: Take Action

*Connect with employers & begin job search, OR start preparing for graduate or professional school*

**GOALS:**
- Prepare for graduate or professional school.
- Learn about the job search process, and start in the Fall!
- Continue your professional networking.
- Research labor market information.

**ACTIVITIES:**
- Make an appointment with Career Coaches for help with planning your job search, writing a resume and cover letter, interviewing skills, and general career guidance.
- If you are still deciding on possible careers, but remain unsure, consider taking one of the many self-assessments Career Education offers!
- If you are considering graduate school, start preparing applications, contacting references, and making sure you have taken the proper entrance exam.
- Update info on TigerConnections and explore it frequently for career opportunities.
- Update your resume and learn how to write a good cover letter.
- Develop a list of references and reference page to use with both graduate school and job applications.
- Continue developing your professional network contacts. Remember social and professional networking sites can help or hinder your job search- use them wisely and remove any compromising information (Refer to The Art of Social Media handout).
- Attend relevant job and career fairs found on the Career Education events calendar.
- Develop a list of potential employers and companies you are interested in working for.
- Participate in a mock interview with a Career Coach for interviewing practice.
- Make use of all of the job/graduate school services and resources that Career Education offers.