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).

Action:

* 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:
	+ Bookmark our website: <http://www.hsc.edu/Career-Education.html>
	+ Twitter: @hsccareers
	+ Facebook: H-SC Career Education Office

 **Sophomores: Explore Options***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).

ACTION:

* 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.

ACTION:

* 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: Go After It!**

*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.

ACTION:

* 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.