

THE FOUR YEAR PLAN...

is for everyone, first year students through those about to graduate. Career development occurs over time through purposeful reflection, research and experience. The job search also takes time, and those who hope to be employed upon graduation are encouraged to utilize Career Services throughout the collegiate experience through the following strategies.

ALL SEMESTERS

- Meet with career staff to establish needs and develop plans
- Attend relevant career events/workshops
- Update Racer Tracks account
- Repeat activities listed in prior years as needed

FRESHMAN YEAR

- Update social network sites' privacy settings and behave professionally
- Enroll in core courses
- Proactively meet people to build interpersonal skills
- Create Racer Tracks (through MyGate) profile
- Develop professional résumé
- Make appointment(s) with faculty members
- Meet with advisors to build campus contacts
- Explore organizations at <http://bit.ly/MSUorgs>
- Join at least one social and/or service club/org and one career related and/or leadership development club/org
- Pursue summer job ("adventure" job ok)

ELECTIVES

- Explore MyNextMove (mynextmove.org) to gain personal insight and career direction at murraystate.edu/career
- Schedule mock interview to prepare for part-time job and on-campus leadership position interviews

SOPHOMORE YEAR

- Contribute actively to organizations
- Job shadow, intern or conduct informational interviews to gather career information
- Pursue leadership positions
- Pursue job/internship related to field of interest
- Research career options and required qualifications on Occupational Outlook Handbook: bls.gov/oco

ELECTIVES

- Attend Career Fair to network with employers

JUNIOR YEAR

- Excel in major-related courses
- Enroll in electives/pursue a minor to diversify skill set
- Research career options that are in line with your interests, skills, work values and personality
- Work or intern in position related to field of interest
- Review schedule of events and workshops at murraystate.edu/career and as many as are relevant
- Conduct informational interviews, job shadow and network
- Attend Career Fair to apply for internships (both semesters)
- Pursue summer job/internship related to field of interest

ELECTIVES

- Develop LinkedIn profile, linkedin.com
- Start building professional wardrobe
- Revisit assessments to evaluate self in relation to new experiences and develop elevator speech
- Start graduate/professional school research/process

SENIOR YEAR

- Build professional wardrobe
- Research employers appropriate to your field and work values and interests
- Join professional organizations in related fields
- Develop elevator speech
- Identify references and educate on career goals
- Create LinkedIn profile
- Schedule appointment with career counselor to develop networking and job search plan
- Meet with academic advisor to check academic plan
- Work or intern in position related to field of interest
- Update résumé and Racer Tracks account
- Attend Career Fair to apply for jobs (both semesters)
- Attend any job search related workshops
- Network through job shadowing, informational interviews, LinkedIn, etc
- Create a schedule for conducting your job search

ELECTIVES

- Explore Graduate School options