

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 their collegiate experience by using the following strategies.

ALL SEMESTERS

- Meet with career staff to establish needs and develop plans
- Attend relevant career events and workshops listed at murraystate.edu/career
- Meet with academic advisor to check academic plan
- Update résumé and Handshake account
- Contribute actively to organizations
- Excel in major-related courses
- Enroll in electives or pursue a minor to diversify skill set
- Repeat activities listed in prior years as needed

FRESHMAN YEAR

- Create Handshake profile
- Develop professional résumé
- Update social network sites' privacy settings and behave professionally
- Schedule mock interview to prepare for job and leadership position interviews
- Explore organizations at <http://bit.ly/MSUorgs> and join at least one social or service organization and one career related or leadership development organization
- Explore mynextmove.org and murraystate.edu/career to gain personal insight and career direction
- Meet with faculty members and advisors to build campus contacts and interpersonal skills
- Pursue a job

SOPHOMORE YEAR

- Pursue leadership positions
- Research career options and required qualifications on Occupational Outlook Handbook: www.bls.gov/ooh/
- Job shadow and conduct informational interviews to gather career information
- Attend Career Fairs to network with employers
- Pursue job or internship related to field of interest

JUNIOR YEAR

- Join professional organizations in related fields
- Create LinkedIn profile
- Start building professional wardrobe
- Develop elevator speech
- Start graduate or professional school research
- Research career options that are in line with your interests, skills, work values and personality
- Continue to job shadow and conduct informational interviews
- Attend Career Fairs to apply for internships
- Work or intern in your field of interest

SENIOR YEAR

- Identify references and educate them on your career goals
- Schedule appointment with career counselor to develop networking and job search plan
- Create a schedule for conducting your job search
- Apply for Graduate School if applicable
- Network through job shadowing, informational interviews, LinkedIn, etc.
- Attend Career Fairs to apply for jobs
- Continue to work or intern in your field of interest

