

FOUR-YEAR CAREER DEVELOPMENT PLAN

Welcome, Toros! The CSUDH Career Center is excited to welcome and assist you in developing and implementing an effective career plan. We are thrilled to provide you with early career and professional development in order to develop your career management skills. There is no order to these goals, and they can be completed in every year.

First-Year: EXPLORE (goal-complete 30 units in coursework)

- Explore the CSUDH Career Center resources and the services we offer
- Access Handshake to learn about potential on-campus jobs and internships and become aware of career-related events and expos
- Research different major options using CSUDH's Course Catalog and visit *What Can I Do With This Major?*
- Become familiar with campus resources such as ToroLink and get involved in organizations, clubs and activities
- Participate in an intro workshop such as Resume 101, Cover Letter 101, or Job Search 101
- Consider meeting with a Career Coach to create a career and professional plan
- Follow CSUDHCareerCenter on social media to stay up to date with workshops, expos and information
- Volunteer and consider opportunities to gain experience

Second-Year: DEVELOP (goal-complete 60 units in coursework)

- Declare your major after speaking with your Academic Advisor if you have not done so
- Gain clarity about personality preferences, career interests, values, skills, and strengths by taking a career assessment on Focus2
- Attend Fall and Spring Career & Internship Fairs to explore job and internship opportunities and develop professional skills
- Shadow and conduct informational interviews with faculty, staff, and professionals in a field that you are interested in
- Consider pursuing leadership opportunities and becoming involved with clubs, organizations, or studying abroad
- Follow-up with a Career Coach to build upon your career and professional plan
- Attend a LinkedIn 101 workshop to create a profile and research career paths of CSUDH Alumni and other companies of interest
- Update your resume with any recent experience gained and have it critiqued by a Career Coach
- Begin investing in business formal attire. See Dress for Success section for ideas

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Third-Year:

APPLY (goal-complete 90 units in coursework)

- Meet with your Academic Advisor to ensure you are on track to graduate in 4 years
- Obtain an internship or job opportunity in the academic year to build a competitive resume
- Meet with a Career Coach to develop a career plan for your final year(s) to prepare for graduation
- Join a professional organization related to your field of interest
- Build your network by updating your LinkedIn profile and making new connections
- Attend the Interview Success workshop and implement strategies by doing a mock interview
- Log in to Handshake to monitor on-campus recruiting activities, such as employer information sessions, companies conducting interviews, and preparation workshops
- Familiarize yourself with graduate school options by attending the Graduate and Professional School Week workshops in the Fall and receive information about admissions requirements, personal statements, and financing

Fourth-Year:

ACHIEVE (goal-complete 120 units in coursework)

- Polish your resume and cover letter and have them critiqued by a Career Coach
- Start your job search early. A job search can take up to a few weeks to over six months
- Actively participate in on campus recruiting opportunities to network and interview with potential employers
- Secure references from faculty, staff, and former employers
- Enhance your level of professionalism
- Manage social media presence to maintain a professional image
- Start applying for graduate school and take the necessary standardized test (GRE, GMAT, LSAT, etc.) if applicable
- Carry copies of your resume. You never know when you might make a connection and need it
- Order official transcripts
- Write thank you notes to faculty, staff, and employers who have helped you along your journey
- Remember, you can always utilize the Career Center as an alum!