

Career Action Plan

Do you have a plan? Career planning is the process of identifying your interests, skills and values, while relating them to appropriate career options. It is never too early to begin the process, even first year students can benefit from career planning activities.

Visit the **Career Center** in the Thrift Building to learn about specific resources: choosing a major and career planning, writing a résumé and cover letter, internships, check out books from the GEICO Career Center Library, company files and applications, on-campus interviews, and career events. Make an appointment with a career counselor to develop strategies for your personal career plan.

First year students - *Exploration and Assessment*

- It is not essential to select a major as a first year student, but you should meet with a career counselor to identify skills, abilities, interests, and values related to college majors and later on, your career.
- Log on to **My Plan** on the Career Center web page at www.flsouthern.edu/career to take Career Assessment Tests, research majors, and find career information.
- Research careers using the **Occupational Outlook Handbook** in the Career Center or online at www.bls.gov/oco/ and **O*Net** at <http://onlineonecenter.org>. These sources will provide job information including education/training required, earnings, hiring projections and more.
- Check out books related to your major at the GEICO Career Center Library.
- Consult with your academic advisor to plan a course of study related to your interests and career goals.
- Visit the **Community Service Center** to learn about volunteering. Volunteering provides an excellent opportunity to explore new career options, network, and build skills that can be documented on your résumé.
- Look at the **Student Organizations Directory** to identify opportunities for campus involvement.
- Attend career workshops, employer panels and career fairs to learn about internships and part-time job opportunities; find out how to be a competitive candidate for such positions.
- If you need help with study habits or test anxiety, visit the **Student Solutions Center** in the Raulerson Building.

Second year students - *Gaining Experiences Related to Your Major and Career*

- Scan the suggested steps recommended for freshmen as they also apply to sophomores.
- Meet with your academic advisor and a career counselor if you are unsure about a major.
- Pick up a résumé writing handout at the Career Center and log on to **Optimal Résumé**, at www.flsouthern.edu/career to help you start developing a winning résumé. It is important to have a basic résumé you can expand upon as you gain experience and skills in your college career.
- Continue to be involved in campus and community activities to develop leadership and time management skills while building your basic résumé.
- Check out internship opportunities in your academic area in the Career Center and at www.internship.com. Look at employer internship listings at **College Central Network** on the Career Center website at www.flsouthern.edu/career.
 - If appropriate for your career goals, research programs and entrance requirements for graduate school. Take appropriate practice entrance exams (GRE, GMAT, MCAT, LSAT) in preparation for the actual exam in your junior or senior year. Update your **College Central Network** account with the Career Center and post your résumé online; begin searching for summer jobs/internships.
 - College central now offers a *portfolio* where you can keep your papers, presentations and other information to supplement your résumé.
 - Attend as many Career Center events as possible to learn how to interact with employers and recruiters so you will be fully prepared by your senior year

Juniors -Making Connections

- Scan the suggested steps for freshmen and sophomores as many of them apply to juniors.
- Consult with your academic advisor to confirm degree requirements.
- Update your profile and résumé using **Optimal Résumé** and **College Central Network**.
- Explore career options by viewing job descriptions online and attending **Employer Information Sessions** held throughout the recruiting season, such as the Law School Caravan, the Career, Internship and Graduate School Expo, and the Career Spotlight Series events and other networking opportunities provided by the Career Center.
- Continue developing skills and relationships through student organizations, internships, part-time employment, and volunteer experiences.
- Thoroughly research career choices and conduct *Informational Interviews* with professionals in your area(s) of interest. Pick-up a handout in the Career center which explains exactly how to go about doing an informational interview.
- Attend career fairs, employer panels, and the **Rising Senior Celebration Dinner**, preparing ahead of time so you can engage in conversations about your qualifications and employment opportunities.
- Make plans to take graduate school entrance exams if appropriate to your career goal. Set up a timeline to apply for graduate and professional schools (see handout in Career Center).
- Create a plan of action with a Career Counselor for your Grad School Application.
- Attend the **Law School Fair** and the **Career, Internship & Graduate School Expo**.
- Update your résumé and talk with professors and supervisors about serving as references.

Seniors -Job Search

- Meet with a career counselor to have your résumé and cover letter critiqued and to discuss different job search strategies.
- Finalize your Grad School application process with a Career Counselor.
- Schedule a **practice (mock) interview** to improve your skills and participate in the **“Moc” Interview Days** in the fall and spring semesters. Interviews take preparation and knowledge of the company.
- Attend the **Career, Internship & Graduate School Expo**, and the **Consortium Career Expo** to meet with recruiters and discuss your career goals and options.
- Sign up for on-campus interviews through **College Central Network**. Recruiting season runs from September-November and February-April.
- Continue your efforts to build contacts through campus and community involvement and stay in touch with people in your network who can assist you in your job search. Gather your **letters of recommendation** for your portfolio
- Visit the Career Center Library and the Career Center website for information on topics such as behavioral interviewing, salary negotiations and relocation.

Finding your perfect job/career is not an easy thing to accomplish. It takes a lot of work and determination to reach your goals, so PLAN EARLY! Each year will bring with it new opportunities, take advantage of each and every one of them.

If you need assistance along the way, the Career Center staff is here for you. Please stop by our office in the Thrift Bldg., call us at 863-680-4390 or email us at careercenter@flsouthern.edu. We are open M-F from 8-5.