

First – Year Career Checklist: Career Self Assessment
CEAT Career Services: ATRC 109E
Hours: M-F 8:00-5:00 405-744-7574
Andrea Haken: andrea.haken@okstate.edu
<http://studentservices.okstate.edu/cs/career-services>

Academic

- Research majors and minors** in course catalog: <http://registrar.okstate.edu/>
- Meet** with academic advisor
- Meet with faculty** to learn more about your major(s) and/or minor(s)
- Take a variety of courses**; explore your interests
- Find a mentor** in a major you're considering
- Investigate Study Abroad** opportunities: <http://ieo.okstate.edu/ieo.aspx?page=16>
- Visit the Mathematics Learning Success Center (MLSC)** to improve mathematical success:
<https://www.math.okstate.edu/mlsc>
- Visit the Writing Center** to improve writing skills:
<http://osuwritingcenter.okstate.edu/>

Activities/Leadership

- Join clubs/organizations:** Hall Government, Relay for Life, SUAB, etc.
- Peruse Campuslife** to find clubs/organizations: <http://campuslife.okstate.edu/>

Career Development: Self-Assessment

- Create a Hire System account** at www.hireosugrads.com
- Talk with a career consultant**
- Identify your values, interests, skills and personality preferences (MBTI):**
<http://www.healthsciences.okstate.edu/college/clinical/career/assess.cfm>
- Create a rough draft of your resume** and bring it in to CEAT Career Services to have it reviewed
- Join Professional associations** such as AIChE, IIE, and SAE
- Attend CEAT Career Fair**
- Join LinkedIn, Twitter**
- Build career-related experience:** Non-paid internships, Work-Study, summer jobs, community service volunteering, and employment during winter breaks

Second-Year Career Checklist: Developing Foundations
CEAT Career Services: ATRC 109E
Hours: M-F 8:00-5:00 405-744-3858
Andrea Haken: andrea.haken@okstate.edu
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Academic

- If still undecided, read Catalog:** Check upper-level courses that interest you <http://registrar.okstate.edu/>
- Narrow choice of majors; List majors that interest you
1. _____ 2. _____ Explore _____
- Cultivate mentoring relationship** with at least one faculty member in your major
- Examine Study Abroad** programs studyabroad.okstate.edu. Visit the Study Abroad office 242 Student Union.
- Visit the Hire System** for internship opportunities www.hireosugrads.com
- Talk with others in your major**
- Apply for professional school**

Activities/Leadership

- Assume more active roles** in clubs or organizations to which you belong
- Join a professional organization** (national/international) OUTSIDE of the University that is related to your major (ex. AIChE, IIE, SAE, etc.)
- Commit to Community Service**, such as Big Brothers/Sisters, Habitat for Humanity, etc.

Career Development Foundations

- Be intentional with Work-Study**, summer jobs, and winter breaks to strengthen skills
- Take your resume to CEAT Career Services** to be reviewed in ATRC 109E
- Participate in two Mock Interviews**
- Shop for a suit**
- Attend CEAT Career Fair**
- Talk with professionals in your degree**
- Look for summer internships**
- Become familiar with work settings and job descriptions**

Third-Year Career Checklist: Exploration
CEAT Career Services: ATRC 109E
Hours: M-F 8:00-5:00 405-744-3858
Andrea Haken: andrea.haken@okstate.edu
<http://studentservices.okstate.edu/cs/career-services>

Academic

- Discuss internship and study abroad possibilities** with your professors
- Discuss graduate school options** with faculty <http://www.gradcollege.okstate.edu/>
- Focus on major classes**
- Attend seminars/conferences** related to your major
- Take the GRE, GMAT, LSAT, etc.** Utilize gre.org to take a practice test and see grad school options
- Ask your professors/employers to serve as references** or to write recommendations for you. Assist them by providing a resume.
- Complete a degree check**
- Visit the **MLSC and the Writing center** to improve your academic success skills. If you are doing well in these Areas, inquire about being a tutor yourself!

Activities/Leadership

- If you have not yet, **join a club/organization** or community service activity on-campus, do it now!
- Assume leadership roles** in the clubs or organization to which you belong
- Participate in a multicultural event** or program
- Continue Leadership involvement**

Career Exploration

- Take your resume to CEAT Career Services** to be reviewed in ATRC 109E
- Attend Information Sessions**
- Attend CEAT Career Fair**
- Plan a professional wardrobe** consistent with the organization culture of where you are applying
- Participate in Mock Interviews**- schedule an appointment with Career Services
- Apply for internships, work study, etc.**
- Research employers; **develop an employer prospect list** for internships

Fourth-Year Career Checklist: Preparation
CEAT Career Services: ATRC 109E
Hours: M-F 8:00-5:00 405-744-3858
Andrea Haken: andrea.haken@okstate.edu
<http://studentservices.okstate.edu/cs/career-services>

Academic

- Meet with your advisor** to ensure you have met graduation requirements
- Complete a degree check**
- Take the FE** after all Engineering Science classes are completed
- Discuss graduate school** options with faculty
- Check timeline to apply to graduate school.** Take entrance exams. Use www.gre.org for a practice test
- Take the GRE, GMAT, LSAT, etc.** Utilize www.gre.org to take a practice test and see grad school options
- Join a professional organization** related to your major if not done so already
- Ask your professors and employers to serve as references or to write recommendations for you.** Assist by providing a resume and a job description if possible. Give your professors enough lead time!

Activities/Leadership

- Assume a leadership role in professional organizations** and in the community
- Participate in multicultural events** or programs
- Volunteer in a community service** program such as Big Brother/Big Sisters. See Joyce Montgomery for more information in SU 211G

Career Preparation

- Have your resume and cover letter reviewed at Career Services**
- Participate in Mock Interviews**, available as scheduled
- Attend CEAT Career Fair**
- Attend Information Sessions**
- Research Employers**; develop an employer prospect list: hireOSUgrads.com
- Plan a professional wardrobe** that corresponds with the climate of your organization
- Find a job or apply for grad school**
- Research employers; **develop an employer prospect list** for jobs