

Fourth-Year Career Checklist: Preparation  
CEAT Career Services: ES 123  
Hours: M-F 8:00-5:00 405-744-3858  
ceatcs@okstate.edu  
<https://ceat.okstate.edu/studentservices/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.ets.org](http://www.ets.org) for a practice test
- ☐ **Take the GRE, GMAT, LSAT, etc.** Utilize [www.ets.org](http://www.ets.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!
- ☐ **Apply for Graduation!**

**Activities/Leadership**

- ☐ **Assume a leadership role in professional organizations** and in the community
- ☐ Explore Hargis Leadership Institute. <https://leadershipinstitute.okstate.edu/>
- ☐ **Volunteer in a community service** program such as Big Brother/Big Sisters. See SU 232 for more information

**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](http://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