

## Second-Year Career Checklist: Developing Foundations

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

- ☐ **If still undecided, read Catalog:** Check upper-level courses that interest you <https://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 <https://global.okstate.edu/studyabroad>. Visit the Study Abroad office 056 Student Union
- ☐ **Visit the Job and Interview Portal** for internship opportunities <https://careerservices.okstate.edu/students-alumni/search/>
- ☐ **Talk with others in your major**
- ☐ **Explore CEAT study abroad opportunities.** <https://ceat.okstate.edu/studyabroad/>

### 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 ES 123
- ☐ **Participate in a Mock Interview**
- ☐ **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**