First – Year Career Checklist: Career Self Assessment

CEAT Career Services: EN 110

Hours: M-F 8:00-5:00 405-744-3858

[ceatcs@okstate.edu](mailto:ceatcs@okstate.edu)

<https://studentservices.okstate.edu/career>

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: <https://global.okstate.edu/studyabroad/>

**Visit the Mathematics Learning Success Center (MLSC)** to improve mathematical success:

<https://mlscokstate.com/>

**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](http://www.hireosugrads.com)

**Talk with a career consultant**

**Identify your values, interests, skills and personality preferences (MBTI)**:

<http://www.hireosugrads.com/StudentsAlumni/ExploreCareers-Assessment.aspx>

**Create a rough draft of your resume** and bring it in to CEAT Career Services to have it reviewed

**Join Professional associations** such as AlChE, 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: EN 110

Hours: M-F 8:00-5:00 405-744-3858

[ceatcs@okstate.edu](mailto:ceatcs@okstate.edu)

<https://studentservices.okstate.edu/career>

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](http://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. AlChE, 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: EN 110

Hours: M-F 8:00-5:00 405-744-3858

[ceatcs@okstate.edu](mailto:ceatcs@okstate.edu)

<https://studentservices.okstate.edu/career>

Academic

**Discuss internship and study abroad possibilities** with your professors

**Discuss graduate school options** with faculty <https://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: EN 110

Hours: M-F 8:00-5:00 405-744-3858

[ceatcs@okstate.edu](mailto:ceatcs@okstate.edu)

<https://studentservices.okstate.edu/career>

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; <https://lcl.okstate.edu/volunteer/>

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