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

<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

<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

<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

<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