

FOUR-YEAR PLANNING GUIDELINES

Don't wait until one month before graduation to plan for your career!

Start today!! The earlier you start, the more likely you will be successful in attaining your goals by graduation. How???

- Freshman Year - Awareness

- Become an active member of the Roanoke College Community to start honing your interests and building your experience
- Develop a good relationship with your academic advisor
- Explore possible majors, minors and concentrations
- Utilize instruments offered by the Office of Career Services to help you learn more about your skills, interests, and possible careers - *Strong Interest Inventory* – *Myers-Briggs Type Indicator* - *Choices*
- Attend the "What Can I Do With a Major In ...?" and other informational programs to explore fields of interest

- Sophomore Year - Exploration

- Review, revise and/or reaffirm your areas of interest. Include career and academic advisors, faculty, family and alumni in discussions to get different perspectives.
- Visit the Office of Career Services to explore career opportunities related to various majors .Attend the "What Can I Do With a Major In ...?" programs to explore fields of interest to you
- Consider career-related activities such as job shadowing with alumni or other employers
- Select a major after clarifying your interests, needs and skills
- Explore the possibility of a summer internship (or other experiential learning activity), or employment, related to your career interests
- Attend Office of Career Services workshops on Resume Writing, Interviewing Skills, Internships, Networking, Using LinkedIn, and others as appropriate.

- Junior Year - Experience

- Think about choices after graduation: graduate study or employment, or both
- Utilize alumni network for career information
- Explore the possibility of an internship or other experiential learning activities through your academic major department
- Attend Office of Career Services workshops on Resume Writing, Interviewing Skills, Internships, Networking, Using LinkedIn, and so on (if you haven't already done so!)
- Schedule appointment with the Career Services staff to develop your first resume
- Attend "What Can I Do With a Major In ...?" programs on campus and Career Nights off campus - begin networking with alumni in your field
- Conduct informational interviews
- Apply for and complete necessary professional and/or graduate school examinations, such as Praxis, GRE, GMAT, LSAT, MCAT, and so on
- Investigate possible graduate schools and their application timelines and requirements

- Senior Year – Decision-Making

- Work with Office of Career Services to update your resume, summer before your senior year
- Attend Office of Career Services workshops to brush up on job interview skills
- Participate in Office of Career Services mock job interviews
- Attend all possible employer and alumni networking programs on- and off-campus – Career Nights – Employer Info Sessions - "What Can I Do With a Major In ...?" alumni career programs
- Attend all possible job fairs, both college and non-college sponsored
- Complete career-related internship or other experiential learning activities
- Visit graduate schools to make final decisions
- Apply for and complete necessary professional and/or graduate school examinations, such as Praxis, GRE, GMAT, LSAT, MCAT