

Career Development Timeline

As a student, you can benefit from the offices of Career Services/Cooperative Education and the Career Counseling Center beginning in your first year at UND. The Career Development Timeline recommends activities you can do throughout your undergraduate years. The purpose of this timeline is to help you explore the career goals that match your interests, values, work style, and needs. The more you reflect on what tasks, experiences, and coursework you most enjoy, the easier it will be to determine the career that is right for you.

Freshman Year: EXPLORE, ASK QUESTIONS and DO SOME SELF-ASSESSMENT

- Explore majors, considering which ones meet your interests, career goals, values, and aptitude. For assistance, meet with a career counselor available in the Counseling Center, Room 200 McCannel Hall.
- Figure out what tasks you enjoy the most (for example, whether you like working with a team or by yourself) and the subject areas that interest you.
- Learn as much as possible about career options through extracurricular activities, courses, volunteer positions, work-study, part-time employment, cooperative education opportunities, internships, and job shadowing. Utilize the book *Careers - Undergraduate Programs at the University of North Dakota* (found in Room 280 McCannel Hall).
- Get to know faculty, advisors, and career counselors for help in deciding career and academic goals.
- Use computer self assessment programs, such as Career Lift Off, located in the Career Walk-in Center (Room 280 McCannel Hall). This, plus working with a career counselor, can help you assess which fields match your interests, values, skills, and goals.

Sophomore Year: RESEARCH, IDENTIFY and GET SOME EXPERIENCE

- Begin to focus on a major. If you are undecided, make an appointment with a career counselor. If you have not already done so, ask about the self assessment resources in the Career Walk-in Center.
- Establish an on-line file, FREE through Career Services/Cooperative Education, Room 280 McCannel Hall, and develop a resume.
- Attend sessions that Career Services/Cooperative Education offers to learn more about job search skills such as resume writing, cover letters, interviewing, and using the Internet to research job options.
- Continue your work on clarification of your values, interests, skills, and goals. The Career Lift Off program in the Career Walk-in Center and various survey instruments can assist you in doing this.
- Use every possible opportunity to gain experience through internships, cooperative education, work study, faculty research, courses, volunteer work, on-campus involvement, and job shadowing. Look for opportunities to develop your "soft skills" or interpersonal skills.
- Learn more about what's out there and what interests you. Listen to people describe the work they do through a job shadowing experience and/or by attending company information sessions sponsored by Career Services/Cooperative Education. Search the web for "virtual job shadowing experiences".

Junior Year: MAKE DECISIONS and GET MORE EXPERIENCE

- Now is the time to fine tune your career and educational goals. Update your on-line file at Career Services.
- Give serious consideration to the career path you have chosen, noting whether it's a match with your personal and work style.
- Meet with a career counselor or a Career Services professional to be certain that you are on the right track and to fine tune your goals and strategies and develop a "game plan."
- Research the occupations that you are considering. Use resource materials in the Career Services library, the internet, and network with alumnae/i and others.
- Continue to build your skill level through research projects, part-time and summer jobs, volunteering, work study positions, as well as internships and cooperative education experiences for academic credit.
- Develop relationships with faculty and meet with your advisor to make certain that you meet the graduation requirements and are doing all you can to jumpstart your career.
- If you're thinking about graduate school, make certain that you will meet all course requirements and begin the application process.

Senior Year: IMPLEMENT YOUR "GAME PLAN" and CONDUCT A JOB SEARCH

- Finding a job "is" a job! Make your search a top priority and plan to allow time in your schedule to devote to it.
- Attend every relevant career fair, career exploration/preparation workshop, and company information session you can.
- Sign up for on-campus interviews with companies you are interested in working for, through the Career Services on-line system.
- Meet with a career counselor or a Career Services professional to develop a strategy to achieve your goals.
- Learn more about the field that interests you through information sessions. Check out the company files in the Career Services resource library or on the web and begin building your network of contacts. Schedule a job shadowing experience over Christmas break. (Altru Health Systems has a job shadow number listed in the phone book).
- Write cover letters (or letters of application) and send resumes to potential employers. Is your resume current?
- Prepare a 30-second advertisement, highlighting your skills and career goals, to introduce yourself to potential employers and people in your network.
- Continue to improve your job search presentation skills by refining your resume and cover letter, through videotaped practice interviews, and by attending the Professional Dress and Etiquette luncheon scheduled through the Career Services/Cooperative Education office. Update your Career Services on-line file/resume.

It is best to have a good idea of what you want to major in by your sophomore year. This will allow you to be "on track" and not compromise your ability to enter and progress in the major of your choice nor delay your graduation. Remember, this is not a race! It is about preparing yourself for a lifetime of work you enjoy. A good guideline to follow is:

<u>Credit Hours</u>	<u>Year</u>	<u>What</u>	<u>Where /or/ Program</u>
0-23	<i>Freshman</i>	Learn about your interests and values, about various majors and career options. Work on general education requirements. Enroll in Career Exploration Class (Coun101: 1cr.)	<ul style="list-style-type: none"> • Career Counseling • Student Success Center • Career Services/Co-op Ed. • Career Walk-in Center
24-59	<i>Sophomore</i>	Choose a major and work hard to do well in the pre-requisites and major courses. Look for information on choosing careers. Begin related work experience and increase employability. You may be eligible for academic credit through Cooperative Education via summer, semester, or part-time jobs. Start a FREE on-line file at Career Services and construct a resume.	<ul style="list-style-type: none"> • Student Success Center • Department Faculty Advisors • Career Counseling • Career Services/Co-op Ed. • Career Walk-in Center
60-89	<i>Junior</i>	Continue to do well in major courses, investigate internships, and continue related work: Co-op Ed, volunteering, campus involvement, and/or begin graduate school preparation if you are looking ahead to graduate study. Update your Career Services on-line file and resume.	<ul style="list-style-type: none"> • Study Abroad Programs • International Internships • Department Faculty Advisors • Graduate School Advisors • Career Services/Co-op Ed.
90+	<i>Senior</i>	Prepare early to enter the job market or graduate school by allowing time in your schedule each day to look for employers or graduate schools and interview on/off campus for full-time jobs. Learn how to market yourself to prospective employers or graduate programs. Network, job shadow, and interview for more practice. Update your Career Services on-line file and resume.	<ul style="list-style-type: none"> • Career Services/Co-op Ed. • Alumni Association

Where to go for help, resources or information:

Career Services/Cooperative Education:	777-3904 - Room 280 McCannel Hall: resume writing, interviewing, and job seeking skills sessions; FREE on-line registration system and employer information
Career Walk-In Center:	777- 3904 - Room 280 McCannel Hall: Self-directed individual career exploration
International Centre:	777-6438 - 2908 University Avenue - across from the front of the Memorial Union Info on internships and study abroad opportunities, visas, etc.
Student Success Center:	777-2117 - 2 nd Floor Memorial Union - west end of the building closest to the law school "Keep Going Program" and Undecided Majors
Alumni Association:	777-2611 - 3233 University Avenue - one block west of Archives coffee shop
Graduate School Advisors:	Inquire in the department of the college in which you are interested
Department Faculty Advisors:	Inquire in the department of the college in which you are interested
Counseling Center:	777-2127 - Room 200 McCannel Hall: Career Counseling