

Career Planning: Freshman to Senior



Career Services

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Career planning is a lifelong process; it began before you entered college and will continue throughout your lifetime. You will have career success and obtain job satisfaction if you actively participate in your career development.

The following outlines steps that you may want to consider while in college. The sooner you begin to participate in your career plan, the more organized and effective you will be. In a highly competitive marketplace, beginning your career plan early can set you apart from the job seekers who are less prepared.

Freshman Year

This is the time to begin evaluating your values, interests, personality characteristics and skills and identify how these relate to potential majors and careers.

- Enroll in core courses and identify academic areas and subjects that interest you.
- Preview the student catalog and review courses. Learn about the academic resources that are available to you at Webster University.
- Create a plan by establishing academic goals and objectives.
- Identify activities that you enjoy, and try to incorporate at least one of these into your academic and work life.
- Work in a part-time or volunteer position to gain career-related skills such as customer service and communication skills, organizational abilities, teamwork, etc.
- Participate in programs offered by the Career Services office to learn more about different career fields.
- Utilize resources in the library to explore career information.
- Talk with people working in careers of interest to you.
- Utilize SIGI³, an on-line system of career information, for additional skill and interest assessment, career exploration and job search planning; SIGI³ is available through the Career Services website.
- If you are still exploring academic and career options, schedule an appointment with the Career Services office for more information.

Sophomore Year

This is the time to further explore career options and decide on an academic major.

- Take introductory courses in your major, and talk with Webster faculty about majors and courses.
- If you have not decided upon a major, schedule an appointment with the Career Services office to discuss your interests and options.
- Become involved with activities on campus and join student clubs.

- Begin to explore experiential learning opportunities and find out more about internship programs through the Career Services office.
- Work in a part-time or volunteer position that relates to your major.
- Participate in programs offered by the Career Services office to learn more about experiential learning and job search planning.
- Utilize resources in the library to explore industries of interest, to obtain career information and to research employers.
- Utilize My Career Connection on-line to research internships, employers or job opportunities.
- Use SIGI³, an on-line system of career information, for additional skill and interest assessment, career exploration and job search planning; SIGI³ is available through the Career Services website.

Junior Year

This is the time to gain relevant work experience and to assume more responsible positions at work and in the clubs and organizations with which you are involved.

- Enroll in courses related to your major.
- Take a leadership role within activities on campus or in student clubs; join a professional association related to your major or career interests or research one that you can use as a resource.
- Create a resume and have it reviewed by the Career Services office.
- Learn about cover letters and thank you letters through the Career Services office; consider having them reviewed.
- Obtain additional information about interviewing and consider conducting a mock interview with the Career Services office or with a professional in the industry of interest to you.
- Secure an internship related to your major.
- Participate in programs offered by the Career Services office; plan to attend job fairs sponsored by the office.
- Build and maintain networking contacts, both on and off campus.
- **If necessary**, investigate graduate school options and begin application and entrance exam process.
- Research specialized areas in your chosen field and conduct informational interviews with people who hold positions that interest you.

Senior Year

This is the time to secure a solid base of networks and to actively look for and secure employment.

- Complete all coursework; verify that you will be eligible for graduation and have met all criteria.
 - Obtain information about professional associations and consider joining additional local divisions in your field of interest.
 - If you have not already done so, connect with Career Services for additional resources and guidance.
 - Practice interviewing so that you are well prepared for interviews for full-time positions.
 - Learn about how to evaluate job offers and about salary negotiation so that you can accept the best overall job offer.
- Evaluate who can provide you with the most appropriate references and ask them for permission to use them as a reference; keep them informed of your job search and interview activity.
 - Utilize your network of contacts and continue to build upon it.
 - Consider completing another internship so that you can gain experience in a variety of settings/industries.
 - **If necessary**, complete the process for entrance into graduate school.
 - Participate in any relevant on-campus recruiting opportunities and attend job fairs sponsored by Career Services.
 - Register with My Career Connection to explore job opportunities, to research employers and to publish your resume.