

# OFFICE OF CAREER SERVICES

---

## *Four-Year Career Plan*

During your 4 years of undergrad, you should be working on improving skills that will help you with your future career.

- In addition to your earned degree, employers are interested in your skills and work experience.
- Use your time in college to apply for part time jobs that will help you get experience in your field of interest.
- Employers are looking for workers who show qualities of a leader and works well as a team player!
- Take advantage of these four years to strengthen your professional skills, work ethic, social skills, etc. so that you can have a successful career!

## FRESHMAN YEAR

---

- Enroll in University Studies.
  - *Utilize the Focus2Career program for career research and personal assessments*
- Register with the Office of Career Services to be included in our computerized platform, Handshake. ([www.nicholls.joinhandshake.com](http://www.nicholls.joinhandshake.com))
  - *Visit the Office of Career Services and learn as much as possible about your career choice.*
- Meet and develop relationships with campus faculty, advisors and administrators.
  - *These are the people who can mentor you with career information*
  - *They can also be used as references in your future job searches.*
- Get involved and work on different skills to help you stand out to future employers:
  - *Develop and enhance your computer skills.*
  - *Work on your study skills.*
  - *Join student organizations and clubs that are of interest to you.*
  - *Volunteer for community service.*
  - *Begin to develop a resume. Investigate part-time and summer jobs related to your field of study to help with experience.*
- Attend Career Day and other career seminars.
  - *It is never too early to start thinking about your future and where you would like to work.*
  - *Ask informed questions to find out who hires within your field of study and network with recruiters*
  - *Remember that you are meeting potential future employers.*
  - *Dress appropriately – first impressions count.*
- Meet with your advisor to discuss and plan your schedule for next semester.
  - *Choose courses with the help of an advisor*
  - *Use elective courses to help explore your career interests. You may discover a new path.*
  - *Review your Freshman Reflection Piece*
- Meet with Career Services staff for individual guidance.
  - *Discuss your career options*
  - *Discuss part-time jobs that can help to build your experience*

## SOPHOMORE YEAR

---

- Meet with your assigned advisor in your academic program
  - *Get to know your advisor – this person may assist you the most in the next few years of your life.*
  - *Lay out your long-range plans*
  - *Discuss your personal ideas of how you will ensure your success*
  - *Develop a semester-by-semester schedule of courses*
  - *Write and reflect on your Sophomore Reflection Piece*
  
- If you have not already done so, register with the Office of Career Services to be included in our platform, Handshake. (**[www.nicholls.joinhandshake.com](http://www.nicholls.joinhandshake.com)**)
  - *Visit the Office of Career Services and learn as much as possible about your career choice.*
  - *Post your resume to your account.*
  - *Visit your account as often as possible to learn about the type of jobs that are available to students in your chosen field of study.*
  
- Take advantage of getting experience and improving yourself so that you stand out to future employers.
  - *Consider becoming a tutor.*
  - *Check into unpaid internships or volunteer positions in your career field that will help to build your work experience and contacts.*
  - *Pursue another summer job in your field of interest.*
  - *Begin developing leadership skills.*
  
- Update your resume.
  - *Add new organizations and clubs that you have joined and honors that you have received.*
  - *Emphasize your part-time and summer jobs*
  
- Attend Career Day
  - *Are you looking for an internship or a part-time job?*
  - *It is never too early to meet the recruiters from the companies that are hiring in your field.*
  - *Come prepared with a resume and dressed in proper attire.*
  - *Remember this is the employers' first impression of you! Stand out!*
  
- Attend other career-related workshops and programs throughout the year
  - *Mock Interviews*
  - *On-Campus Interviews*
  - *Etiquette Dinner*
  
- Continue developing relationships with faculty and other mentors.
  - *This will help if and when you'll need letters of recommendation for graduate/professional school and future jobs.*

## JUNIOR YEAR

---

- Investigate several job options in your field of study.
- Search for graduate/professional schools that excel in the programs that you are interested in studying.
  - *Meet with your academic advisor to map out your strategies.*
  - *Make sure that you are taking electives to support your major.*
- If you have not registered during your freshman or sophomore year, register with the Office of Career Services to be included in our platform, Handshake. **([www.nicholls.joinhandshake.com](http://www.nicholls.joinhandshake.com))**
  - *Visit the Office of Career Services and learn as much as possible about your career choice.*
  - *Visit your Handshake account as often as possible to connect to employers who are looking for interns in your chosen field.*
- Continue to update your resume with additional honors and achievements.
  - *Add any new jobs or internships that you have held.*
- Attend Career Day
  - *Again, come prepared with a resume and dressed in the proper attire.*
  - *Remember this is the employers' first impression of you!*
- Attend other career-related workshops and programs throughout the year
  - *Mock Interviews*
  - *On-Campus Interviews*
  - *Etiquette Dinner*
- Assess the skills that you will need to be successful in your chosen career field.
  - *Work to develop your writing, public speaking, teamwork, critical thinking and specific technological skills.*
- Begin informational interviewing with companies that may be of interest to you.
  - *Use these opportunities to improve your interviewing skills.*
  - *Investigate internships in your field of study.*
  - *Continue to increase your network of contacts.*

## SENIOR YEAR

---

- Attend Grad Expo.
- If you still have not done so, register with the Office of Career Services to be included in our platform, Handshake. ([www.nicholls.joinhandshake.com](http://www.nicholls.joinhandshake.com))
- Visit your Handshake account on a regular basis to explore the following services:
  - *List of upcoming job interviews on campus*
  - *Job Postings Board for the latest job opportunities*
  - *Informational library, podcasts and videos to help better prepare you for your job search*
- Establish a job search plan.
  - *Identify job search values – location, benefits, salary, opportunity, etc.*
  - *Identify and research potential employers.*
- Or, develop a plan to attend graduate or professional schools.
  - *Visit with your academic advisor.*
  - *Identify schools that meet your criteria*
  - *Make sure that you have completed or on schedule to complete all the required coursework*
- Meet with Career Services staff for individual guidance.
  - *Resume and Cover Letter Critique*
  - *Schedule a Mock Interview to practice your skills*
  - *Help with letters of intent and grad school applications*
- Continue to build your list of contacts.
  - *Prepare a list of references. Make sure that you ask for permission from those on your list that you have included.*
- Look for leadership opportunities in organizations and activities of which you are a part.
- If you have not completed at least one internship (paid or unpaid) in your field of interest, investigate the possibilities of one before you graduate.
  - *Remember that in today's job market, employers are looking for practical experience as well as degrees earned.*
- Attend Career Day and other job recruitment opportunities.
  - *Come prepared! Do some research on the companies that are participating*
  - *Bring your resume*
  - *Dress to make a great first impression*
- Attend other career-related workshops and programs throughout the year
  - *Mock Interviews*
  - *On-Campus Interviews*
  - *Etiquette Dinner*
  - *Dress for Success Program*
- Apply for positions and interview with potential employers.
- Graduate! And Join your Nicholls Alumni Federation