

OFFICE OF CAREER SERVICES

Four-Year Career Plan

During your 4 years as an 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 database, CollegeCentralNetwork. (www.collegecentral.com/Nicholls)
 - *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 – Employers will be looking at your GPA!*
 - *Join student organizations and clubs that are of interest to you*
 - *Research **High Impact Learning Practices** that will be of benefit to you*
 - *Volunteer for community service*
 - *Take part in job shadowing opportunities*
 - *Begin to develop a resume. Investigate part-time and summer jobs related to your field of study to help with experience.*
- Take part in the Nicholls Majors and Minors Fair
 - *Consider academic minors that will enhance the versatility of your degree*
- 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.
 - *Examine 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 will be of great assistance to you over the next few years.*
 - *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*
 - *Discuss minors that may enhance the marketability of your degree*
 - *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 computerized database, CollegeCentralNetwork. (**www.collegecentral.com/Nicholls**)
 - *Visit the Office of Career Services and learn as much as possible about your career choice.*

- Take advantage of getting experience and improving yourself so that you stand out to future employers.
 - *Consider becoming a tutor*
 - *Check into 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*
 - *Seminars/Professional Development*

- 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.*

- Make your academics a priority
 - *Study - A strong GPA represents your work ethic as much as your job performance does.*

JUNIOR YEAR

- Meet with your assigned advisor in your academic program
 - *Discuss Internships*
 - *Can you earn course credit?*
 - *Ask for leads and advice on where to find an internship that will add to your academic experience.*
 - *Find out if there is an Internship Director in your college/department that you should meet with for more information*
 - *Review your Sophomore Reflection Piece to make sure that you are still on your set career path*
- 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 computerized database, CollegeCentralNetwork.
(www.collegecentral.com/Nicholls)
 - *Visit the Office of Career Services and learn as much as possible about your career choice.*
- 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*
 - *Seminars/Professional Development*
- 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.*
- Keep Studying – Employers will be looking at your grades.

SENIOR YEAR

- If you still have not done so, register with the Office of Career Services to be included in our computerized database, CollegeCentralNetwork. (www.collegecentral.com/Nicholls)
- Visit your Nicholls CollegeCentralNetwork (CCN) account on a regular basis to explore the services:
 - *Upload or update your resume*
 - *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.
 - *Recognize your job search values – location, benefits, salary, opportunity, etc.*
 - *Identify and research potential employers*
 - *Visit the Nicholls Career Services website (www.nicholls.edu/Career) and engage the Begin Your Job Search Here page – Besides CCN, we have provided you with numerous links to sites that will assist in your job search.*
- 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*
- Continue to focus on maintaining a STRONG GPA
- Meet with your Academic Advisor
- Meet with Career Services staff for individual guidance.
 - *Receive Resume and Cover Letter critiques*
 - *Schedule a Mock Interview to practice your skills*
 - *Seek help with letters of intent and grad school applications*
- Continue to build your list of contacts
 - *Prepare a list of references. Make sure to ask for permission from those on your list that you have included.*
 - *Keep track of industry professionals whom you have met that may assist you in making a job connection*
- 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 Grad Expo during your last semester
- 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*
 - *Seminars/Professional Development*
- Apply for positions and interview with potential employers.
- Graduate! And Join your Nicholls Alumni Federation