

What to do each year?

A guide to help you stay on-track with your career development

To view this handout with live links go to www.stockton.edu/career and click on *For Students*.

First Year Students - Awareness

Welcome to Stockton! As a new student everything seems so fast but in no time at all you will be looking at college graduation. There are many things you can begin now to set yourself up for career success. The time to begin is NOW. The Office of Career Education and Development stands ready to help you. Make an appointment with an advisor or stop by our office today -- Campus Center, Suite 104, 609-652-4650.

Here are learning activities that you can engage in to begin to identify your career interests and options:

- Review the resources and suggestions on the [Choosing Majors and Careers](#) page of the Office of Career Education and Development website.
- Talk to your preceptor about choosing a major and make an appointment with an advisor in the Office of Career Education and Development (609-652-4650) to discuss your career interests.
- Search what [majors and minors](#) are available at Stockton and review the [What Can I Do With a Major In...](#) resources on the Office of Career Education and Development website.
- Register for Stockton's [Handshake](#) system so you can view all job and internship listings posted for Stockton students and access additional career resources.
- Join a career community. Go to stockton.edu/career to explore which community best fits your interests.
- Join [clubs and activities](#) on-campus. This is especially helpful if a club relates to a specific occupation you may want to pursue.
- Learn what [skills and abilities](#) you must possess when you graduate from college to be successful. Find this list under the Your Job Search link of the Office of Career Education and Development website. All employers want certain skills from college graduates. Find out what skills you need, no matter what the major.

Second Year Students - Exploration

During your second year of college you should be focused on declaring your major and exploring career options that fit with your interests, values, abilities and personality.

Here are learning activities that you can participate in that will serve you well as you develop your career:

- Cement your [major and \(possibly\) a minor](#). Sometimes it helps to take a self-assessment like [FOCUS](#) on the Career Center website that will help you decide what major to pursue.
- [Explore and research careers](#) through the Office of Career Education and Development website that might relate to your chosen major.
- Join a career community. Go to stockton.edu/career to explore which community best fits your interests.
- Talk to your preceptor about your major selection or make an appointment with an advisor in the Office of Career Education and Development (stockton.edu/careerappointment) to formulate a career plan.
- If you haven't done so already, register for Stockton's [Handshake](#) system so you can view all job and internship listings posted for Stockton students and access additional career resources.
- Conduct [informational interviews](#) with employers in your fields of interest and identify an [alumni mentor/s](#). Find a handout on informational interviewing on the Office of Career Education and Development website and access the alumni mentor database through the [Handshake](#) system.
- Explore internship options via the Office of Career Education and Development website [Internship page](#) and through your preceptor.
- Join [clubs and activities](#) on-campus. This is especially helpful if a club relates to an occupation you want to pursue.
- Seek out [volunteer work](#) or consider engaging in a [service-learning](#) project or class. It is a great way to gain career-related experience.
- Think about [studying abroad](#) in the next few semesters. Only 3% of American students study abroad and doing so will really help you stand out from the crowd.
- The time is NOW. The Office of Career Education and Development stands ready to help you. Come into our office or make an appointment any time - Campus Center, Suite 104, 609-652-4650.

Juniors - Third Year Students - Experience

Junior year is the time to seek out experience in your field/s of interest and confirm your career choice.

Here are learning activities to position yourself for your next career steps:

- Draft or update your **resume**. Make an appointment or drop by the Office of Career Education and Development during walk-in times to have it reviewed by an advisor - 609-652-4650. You will need a resume to get an internship!
- If you haven't done so already, plan on securing an **internship** during this period.
- Join a career community and participate in a program specific to that community. Go to stockton.edu/career to explore which community best fits your interests.
- Develop contacts through networking, career fairs and **informational interviews**. Visit the Office of Career Education and Development's website for a handout on informational interviewing and to view the dates for the next career fair.
- Select electives that will increase your marketability.
- Expand your involvement in **clubs and activities** on-campus. Now is the time to think about rising to a leadership position.
- Seek out **volunteer work** or consider engaging in a **service-learning** project or class. It is a great way to gain career-related experience.
- Planning on going to graduate school? Become involved in **undergraduate research** to increase your chances of acceptance to really good schools. Meet with an advisor in the Office of Career Education and Development to plan out your timeline and process for applying.
- Secure a summer job that "counts," one that relates to your future career. For a summer job think **Nationwide!**
- Think about **studying abroad** in the next few semesters. A great way to make yourself stand out! Think about interning abroad or volunteering overseas as well.
- Learn what **skills and abilities** you must possess when you graduate from college to be successful. All employers want these from their employees, no matter what the major. Do you have them? How can you show it on your resume?
- The time to begin is NOW. The Office of Career Education and Development stands ready to help you. Come into our office or make an appointment any time - Campus Center, Suite 104, 609-652-4650.

Seniors - Fourth Year Students - Transition

Senior year is the time to implement your career plan fully.

Here are learning activities that you must do as a senior to positively position yourself for launching your career:

- Polish your **resume**. Make an appointment with an advisor or drop by the Office of Career Education and Development during Walk-in hours to have your resume reviewed. Review **skills and abilities** employers covet. Reflect those skills/abilities in your resume.
- Join a career community and participate in a program specific to that community. Go to stockton.edu/career to explore which community best fits your interests.
- If you have not done so, secure an **internship**.
- Begin your job search. It takes the average college graduate about 6-9 months to find a job. Review the **Your Job Search** page of the Career Education and Development website for resources and strategy ideas.
- Collect references for jobs or graduate school applications. Review the **References and Recommendations** handout for tips on how to best manage your references. Pick one up from the office or download from the Office of Career Education and Development's website.
- Attend **Career Fairs** on-campus to hunt for jobs and network. Check the Office of Career Education and Development's website for dates and details.
- Use the **Handshake** system as one tool for finding jobs.
- Review our **Effective Interviewing** handout. Schedule an appointment with an advisor in the Office of Career Education and Development for a mock interview to gain experience in job interviewing.
- Network with Stockton alumni who have volunteered to be a career resource for you by using the **Alumni Career Network**. Access this network through Handshake.
- Planning on going to graduate school? Take the required graduate school **entrance test**. By December, select and apply to your chosen graduate schools.
- Not sure what to do? Consider the Gap Year, a year after graduation where you do some of those things you meant to do - like travel, study abroad or an internship - but never got around to OR do a Gap Year because you're not sure what you want to do yet.
- The time to begin is NOW. The Office of Career Education and Development stands ready to help you. Come into our office or make an appointment any time - Campus Center, Suite 104, 609-652-4650.