



# Career Planner

## A FOUR-YEAR GUIDE

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### First-year/transfers (0–30 credit hours)

#### Start on the right foot

- Develop/refine time-management skills.
- Attend seminars presented by the Julia N. Visor Academic Center to improve your academic skills.

#### Set academic goals—grades are important

- Ask for academic help early, if you need it.
- Tutors are available through academic departments and the Julia N. Visor Academic Center.
- Attend your professors' office hours to ask questions or communicate with them via e-mail. It's important to get to know your professors.

#### Use one of the career assessment tools to assist you in choosing a major and/or determining your career path

- SIGI 3 (System of Interactive Guidance and Information Assessment Inventory)—is a series of online interest, values, and abilities assessments that assists students in exploring occupations and careers.
- MBTI (Myers-Briggs Type Indicator)—identifies preferences that can impact career choices.

#### Research potential majors/minors

- Check out [www.FindYourMajor.ilstu.edu](http://www.FindYourMajor.ilstu.edu) to investigate all of the Illinois State majors and minors.
- Discover what the academic requirements are for being accepted to a major.

#### Start researching careers/majors to focus your academic work

- Employers prefer candidates who are able to articulate short- and long-term career goals.
- Attend department events, listen to speakers, read professional journals, talk to faculty, take advantage of field trips/tours of the industry, and attend career fairs.

#### Get involved

- Develop effective interpersonal and communication skills.

- Check out professional organizations, community service, student government, residence hall government, social organizations, etc., for opportunities to become involved. Go online to [www.DeanOfStudents.ilstu.edu/about\\_us/rso.shtml](http://www.DeanOfStudents.ilstu.edu/about_us/rso.shtml)

#### Start your professional profile

- Keep track of all your accomplishments inside and outside of the classroom.
- Save any certificates, commendation letters, and special academic projects or other important projects that document your involvement.

### Second-year/transfers (31–60 credit hours)

#### Meet early in the fall with your academic advisor

- Plan your schedule and discuss the best options for your choice of major. Keep the 75-hour policy in mind as you go through the process of applying for a major(s).

#### Join a professional organization

- Start developing a network of faculty and friends.
- Strengthen interpersonal skills.
- Begin considering who could be on your list of references when you graduate.

#### Explore careers

- Participate in internship or externship programs.
- Conduct informational interviews with professionals to help you focus on a specific career or types of jobs within a field.

#### Learn how to build an effective resume

- Design high-impact resumes based on your major and career goals using Optimal Resume. Go to [www.CareerCenter.ilstu.edu](http://www.CareerCenter.ilstu.edu) and click on optimal resume in the top red tool bar.
- Use your professional portfolio as a reference to keep your resume updated.
- Contact or visit the Career Center to have your resume reviewed, and to find out how to upload it onto eRecruiting, Illinois State's online job posting system.

### **Third-year/transfers (61–90 credit hours)**

#### **Meet with your academic advisor**

- Track your academic progress

#### **Develop your leadership skills**

- Increase your involvement on and off campus.
- Run for a position in your student organization, chair a committee, organize an event, supervise a project, etc.

#### **Continue to network**

- Seek contact with peers, faculty, and professionals in your field.
- Attend career fairs and the Student and Employer Networking Event.

#### **Look for internships or career-related work experience**

- Check with your department's internship coordinator about internships and/or clinical or field experience requirements, course credit, etc.
- Contact your Career Center advisor for additional internship information, or go to [www.CareerCenter.ilstu.edu](http://www.CareerCenter.ilstu.edu).
- Check eRecruiting for available internship opportunities at <http://illinois.experience.com>.

#### **Learn how to conduct a well-planned job search**

- Become familiar with Web sites that will assist your job search readiness and/or provide listings in the field(s) you wish to pursue.
- Attend Career Week in September in the Career Center for tips from employers and Career Center staff about the job search process. Check dates on the Career Center Web site.
- Additional resources are available in the Career Center, 185 Student Services Building, [www.CareerCenter.ilstu.edu](http://www.CareerCenter.ilstu.edu), (309) 438-2200.

#### **Regularly check your academic progress summary**

- Through your iCampus account, regularly check your academic progress summary, which will help you determine what requirements you still must complete to graduate.
- Discuss your academic progress summary with your academic advisor.

### **Fourth-year/transfers (91–120 credit hours)**

#### **Register or update your information on eRecruiting, the Career Center's online job listing**

- Make sure your resume is uploaded and published online at <http://illinois.experience.com>.
- Check the eRecruiting calendar for on-campus interview dates, or Meet the Firm events with employers.

#### **Review your graduation plan with your academic advisor**

- Polish your job-search skills.
- Keep your resume updated, practice your interviewing skills, strengthen your network of job-search contacts, and ask for letters of recommendation.
- Attend a refresher Career Week event in September. Check dates on the Career Center Web site.
- Schedule a mock interview in the Career Center to hone your interviewing skills.
- Check eRecruiting for job postings and interview opportunities.

#### **Attend job and internship fairs and/or other fairs**

- Dress professionally and bring several copies of your resume.

#### **File your application for graduation**

- Pick up an application for graduation at the Student Service and Referral Center (SSRC) in Moulton Hall. You must pay \$25 fee at Student Accounts when you submit the form, or you may drop the form and payment in the Student Accounts drop box at the SSRC.