

# CAREER PLANNING TIMELINE

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The Career Planning Center serves as a resource for students throughout their time at Fairfield and we encourage you to utilize our services early and often. This timeline is a suggestion of ways that you can take full advantage of your time at Fairfield and see how the Career Planning Center can help you at every stage of your career development. For

## **First Year**

- Make an appointment with the Career Planning Center to meet with a counselor to talk about your goals, aspirations, and how to best utilize the next four years.
- Start working on a resume. Keep a record of all activities and accomplishments. Continue this process throughout college.
- Get involved on campus. Join and participate in clubs, organizations, sports and/or community service that interests you.
- Work towards a great GPA. If you are having issues in a class, your first step should be talking with your professor and utilizing academic resources on campus.
- Visit the Career Planning Center's website often for new updates:  
[www.fairfield.edu/cpc](http://www.fairfield.edu/cpc)
- Participate in the first-year leadership program, Redefining Leadership, and begin developing skills that will support career and personal development using the "StrengthsQuest" assessment.
- Meet with your academic advisor to discuss how to align your academic goals and career aspirations. If you are undeclared, meet with the Office of Exploratory Academic Advising.
- Make sure to keep your social media sites clean, professional and set appropriate privacy settings (for Facebook, Twitter, etc.). Potential employers will Google you, so make sure you are presenting a professional image online.

## **Sophomore Year**

- Consider taking one or both of the “self-assessment inventories” such as the Myers-Briggs or the Strong Interest Inventory. These assessments can be helpful if you are struggling to declare a major or if you’re not sure what career path to pursue.
- Consider participating in Sophomore Success fall semester to learn more about resumes, interview skills, and more.
- Work toward a leadership role in a club or organization. You could also consider a role such as a Resident Assistant, New Student Leader, Eucharistic Minister, etc.
- Start planning for internships. Career counselors can assist you with this process and so can your professors.
- Log into Stags4Hire where you can find internship and job listings as well as career-related events. Become familiar with how to navigate the site.
- Participate in the Career Fair so you can see what it is like, begin meeting employers and researching who you might want to work for in the future.
- Attend employer presentations and alumni panels to start learning more about potential careers.
- Start networking. Sign up for the Fairfield Alumni Network (FAN) and LinkedIn. Meet with a Career Counselor to receive important networking tips.
- Meet with your academic advisor to ensure your academic goals and career aspirations are in sync.
- Attend Leadership Development Workshop Series throughout the year to further explore leader self-development.
- Consider applying to *Stags in the Field* to experience an on-campus internship.

## **Junior Year**

- Review your resume with a Career Planning Center counselor to develop it further and add your summer activities. High school activities are now no longer included on your resume.
- Consider doing an internship for credit during the academic year if it works with your schedule.
- Upload your resume on Stags4Hire for summer internships. Internships are critical to your success and employers look for them when hiring.
- Develop a cover letter – you'll find a template on Career Planning's website.
- If you're planning for graduate/professional school, begin to prepare for entrance tests such as the GRE, GMAT, MCAT, LSAT, etc.
- Attend workshops sponsored by the Career Planning Center.
- Participate in the Career Fair to reconnect with employers you met last year and research internship options.
- Apply for the Winter Break Alumni Job Shadow Program so you can shadow an alumnus in a career field you might be interested in pursuing after graduation.
- Meet with your academic advisor to review your classes and discuss requirements for graduation and upper level classes that will help with your career.
- Attend Leadership Development Workshop Series throughout the year to further explore leader self-development.
- Make sure you have maintained a professional presence on social media sites and/or used the appropriate privacy settings, including Facebook, Twitter, LinkedIn, etc. Employers will look at these sites during the hiring process.

## **Senior Year**

- Make an appointment with a Career Planning Center counselor in the fall semester and continue to come into the Center throughout the year to discuss and strategize for your post-graduation plans.
- Be proactive in your job, graduate school, or post-grad service search and be aware of deadlines. Follow up on all of your applications.
- Attend the fall and spring Career Fair.
- Apply for the Winter Break Alumni Job Shadow Program in the fall semester so you can shadow an alumnus in the career field you are interested in over winter break.
- Have your updated resume and cover letter critiqued by the Career Planning Center.
- Hone your interviewing techniques by participating in mock interviews with the Career Planning Center and using InterviewStream located on the Career Planning Center website.
- Read the Stags4Hire calendar daily and update your resume there.
- Continue networking using the Fairfield Alumni Network and LinkedIn.
- Identify people who will be references for you. Ask them if they are willing to serve as a reference and give them a copy of your resume.
- If you are applying to graduate school, the Career Planning Center can critique your personal statement essay.
- Attend the Career Planning Center's Senior Seminar Series.
- Apply to participate in the Leadership Senior Experience during spring semester.
- Make sure you have maintained a professional presence and/or have used the appropriate security settings on social media sites, including Facebook, Twitter, LinkedIn, etc. Employers will look at these sites during the hiring process.