

# CAREER DEVELOPMENT GUIDE

## FRESHMAN YEAR

*This is the time to begin clarifying career goals, assessing your skills, and finding out about career related work.*

- Do a thorough self-assessment. Identify your strongest academic areas, your favorite academic areas, hobbies and activities you enjoy, your interests, values, and identify related careers. The Self Directed Search, Myers-Briggs Type Indicator, and Sigi-Plus are helpful. These assessments are available in Career Services. Call (770) 534-6165 to schedule an appointment.
- Identify your current skills. Think about past academic, work or volunteer experiences, the skills you have developed and how they can transfer into the world of work. For example: computer, foreign language, organization, and leadership skills. It would help to write these skills down and add to them as you acquire others. This will help you later in your resume writing, job search and interviewing tasks.
- Explore various career fields and the skills needed for each field. Informational interviews with academic advisors, reviewing college catalogs, the Occupational Outlook Handbook and Dictionary of Occupational Titles would be helpful. These publications are available in the Career Services Library in the Owens Student Center.
- Investigate co-op, internship or other career related employment opportunities. Ask professors for leads, check job listings on the Job Board on the Career Services web site (<http://www.brenau.edu/stdev/career/>). Check company web sites and Career Library for company information.

## SOPHOMORE YEAR

*Identify career choices related to your major and secure career-related employment.*

- Explore careers related to your major. Review books and materials available in the Career Library in the Owens Student Center. Speak with people in potential career choice areas and engage in “shadowing” experiences. Utilize the services Brenau Alumni Association Mentor Program. Visit the Mentor web site: [www.brenau.edu/events/mentors.htm](http://www.brenau.edu/events/mentors.htm)
- Develop job search skills. Resume critiques and “mock interviews” are available in Career Services by appointment by calling (770) 534-6165.
- Begin a co-op, intern or part-time career related job. Target companies of interest, conduct research and apply for positions on your own. Seek assignments in your area of interest and that will help to develop skills in the areas that you are weakest.
- Join professional organizations in your chosen field. Become active. Attend career fairs, local meetings, conferences and seminars whenever possible. Develop a network of contacts. Your network will be helpful when you begin your full-time job search.

## **JUNIOR YEAR**

*Continue the above activities and assume more responsible positions. Continue to cultivate contacts both on and off campus. Become familiar with specialized areas in your chosen field and potential employers. If interested, investigate graduate schools.*

- Conduct information interviews with people in your chosen field. Use your list of contacts, professors, and those working in your chosen field.
- Review company and other potential employer web sites to become familiar with job openings and requirements. Read professional magazines and journals to become familiar with trends, areas of growth, and potential employers.
- If interested, research graduate schools. Conduct research in the library, talk to professors, call or write for college catalogs. Information on graduate programs is available in the Career Services Library.
- If you haven't participated in the co-op program, secure an internship in your chosen field. Internship information is available in the Career Services Office. Target and apply to companies of interest.

## **SENIOR YEAR**

*Develop a job search strategy or apply to graduate schools. Continue networking efforts, especially off campus.*

- Develop a job search strategy. Write your professional resume, master the interviewing process and begin conducting your job search. Utilize MonsterTRAK and Georgia Hire ([www.monstertrak.com](http://www.monstertrak.com)) to identify openings. (The MonsterTRAK password for Brenau students is "tigers").
- Arrange for references. These can be professors, people from co-op and internship positions, or others who know your interests, abilities, skills, work habits, etc. Keep your references abreast of your skills, interests and the positions that you are applying for. Give each a copy of your resume.
- If interested, take graduate school entrance exams and apply to graduate schools. Information on graduate programs and applications for the GRE, GMAT, MCAT and LSAT are available in the Career Library.