

STEPS TO YOUR CAREER FOR ASSOCIATE DEGREE CANDIDATES

Here's a career development timeline those pursuing an associate degree.

First Year

- Talk to a career services counselor about your goals.
- Take assessment tests to determine your strengths and abilities. These tests will give you direction for careers to explore.
- Start a career notebook to record your career-exploration activities.
- Talk to faculty and alumni about possible careers.
- Scan the *Occupational Outlook Handbook* for career ideas.
- Pick up information on programs and activities your career center sponsors.
- Update your resume and have it critiqued and proofread at the career services center.
- Subscribe to professional journals in your field of interest.
- Join professional associations and become an active member.
- Attend on- and off-campus career and job fairs to see what types of organizations are hiring and which positions are offered.
- Identify and plan to acquire four skills employers look for in new hires.
- Find your college's career center web page and bookmark job-search sources.
- Join organizations that offer you a chance at leadership roles.
- Research school-break job opportunities and volunteer positions that offer work experience.
- Collect recommendations from current and previous employers.
- Get an interview outfit ready.

Second Year

- Make an appointment with a career services counselor to have your resume critiqued.

- Pick up information on activities sponsored by the career services center.
- Develop an employer prospect list with contact names and addresses.
- Gather information on realistic salary expectations.
- Attend local association meetings to meet potential employers.
- Shadow a professional or two in jobs you find interesting.
- Try to attain leadership positions in student chapters of professional associations.
- Participate in job-search workshops and seminars.
- Practice interviewing.
- Review your progress in learning four skills employers look for and plan how you will demonstrate these skills to employers.
- Read professional or trade publications in your major and career field.
- Ask former and current employers to serve as references.
- Follow up on all job applications and keep a record of the status of each.
- Go on second interviews.
- Evaluate job offers and accept one.
- Report job offers and acceptances to the career services office.
- Or, complete applications to transfer to a four-year university.

Courtesy of the [National Association of Colleges and Employers](#).