

CAREER PLANNING CHECKLIST

First Year (Freshman):

- Explore careers and acquaint yourself with Career Center materials and resources.
- Take an interest inventory assessment to explore career options; then pinpoint a program that compliments your profile.
- Meet with your academic and career advisors throughout the year to discuss your goals.
- Complete your profile on Trenholm Careers, the Career Center's free online job and internship database that offers recruiting services for students.
- Get involved in an organization that complements and enhances your skills and values.
- Plan early for part-time, internships, co-ops, clinical sites, summer jobs and volunteer opportunities that could provide exposure to work settings and job functions related to your career needs.
- Prepare for the interview by setting up a mock interview with the Career Center staff.
- Write and review your résumé with a career advisor.
- Attend career development workshops and events to develop your networking skills.

Second Year (Sophomore) - Graduation:

- Consult with your career advisor to map progress towards graduation.
- Update your Trenholm Careers account.
- Schedule and participate in mock interviews.
- Obtain an internship or co-op if required by your program.
- Increase skills through extracurricular activities, work, and volunteer experiences.
- Attend on-campus networking events.
- Develop a list of at least 15 employers that you will research proactively and submit applications for employment.
- Plan and organize your search strategy with your career advisor.
- Have your resume critiqued at the Career Center.
- Register and participate in on-campus recruiting activities.
- Review job listings on Trenholm Careers and online.
- Attend ALL career fairs. Network with alumni and professionals in your field of interest to develop search strategies and identify opportunities.
- Attend at least two Career Center events per semester (check the Career Center calendar).
- Ask for letters of recommendation from instructors and employers (at least three).
- Make sure your voicemail, email address, and websites are professional.
- Let the Career Center know when you have accepted a job offer.



For more information,
Contact the Career Center, careers@trenholmstate.edu, (334) 420-4499