

Paine College Career Services 4-Year Career Plan

AWARENESS

- Meet with the Director of Career Services to research various career fields and experiential learning opportunities.
- Assess your personal values, interests, skills, and abilities through career assessments
- Join a student organization, volunteer, and/or get an on-campus job.
- Get a summer job that will provide you with an opportunity to learn about a career field that interests you.
- Attend Career Center programs.
- Do your best work academically.
- Check the Student Leadership Forum regularly.
- Sign up for free tutoring at the Enrichment Center to maintain your g.p.a.

FRESHMAN

EXPLORATION

- Meet with Director of Career Services & Undergraduate to Graduate Program (UGP) Director to discuss your career/graduate school plans and evaluate your 4-yr plan.
- Actively research career fields that interest you.
- Attend career development workshops.
- Conduct informational interviews with professionals to learn about a particular career field.
- Take an active role in a student organization to develop your communication, teamwork, and problem-solving skills.
- Develop a resume and include transferable skills from all work & extra-curricular experiences.
- Upload your resume on www.collegecentral.com/painecollege
- Secure an internship or summer employment related to your career goals.

SOPHOMORE

EXPERIENCE & GRAD SCHOOL

PLANNING

- Focus and set career goals.
- Join student chapters of professional organizations to gain career information and start networking.
- Decide if graduate/professional school is necessary to reach your career goals.
- Visit UGP & research graduate/professional school possibilities.
- Meet with UGP Director to begin writing your personal statements for graduate school.
- Participate in career fairs and other career-related events on campus.
- Get professional experience through an internship, employment, volunteer work, or summer job.

JUNIOR

TRANSITION

- Meet with Career Services staff to design a job search strategy or Undergraduate to Graduate Program staff to finalize your graduate/professional school search timeline & plans.
- Continue to attend career-related workshops
- Research companies/organizations and the career opportunities they offer.
- Prepare for job interviews or graduate school with a mock interview in Career Services.
- Revise & update your resume and draft a cover letter.
- Engage in active job search starting in the semester previous to graduation.
- Visit UGP for personal statements and application assistance for Graduate School.

SENIOR