UNDERGRADUATE FOUR-YEAR PLAN

Freshman: Foundation
Explore

EXPLORE & DEFINE
Meet with a Career Counselor to help guide you through exploring and defining what these areas mean for you!
• INTERESTS What do you like to do? Help others? Write? Design? Communicate? Lead?
• VALUES What is important to you? Family? Faith? Money? Location?
• PASSION What dreams excite you for your future?

EVALUATE PERSONALITY & INTEREST ASSESSMENTS:
• MYERS-BRIGGS (MBTI) (free)*
• STRONG INTEREST INVENTORY (free)*
• PERSONALITY MOSAIC (free)*
• LIFE VALUES INVENTORY (©Brown, Duane and Crace, R. Kelly, 1996) (free)*
• STRENGTHQUEST: Discover and develop your strengths in academics, career, and beyond ($15.00)*
*Assessments require a follow-up appointment with a Career Counselor

ACADEMIC CAREER EXPLORATION:
• Meet with faculty to discuss career opportunities in your major
• Academic advising

CAMPUS INVOLVEMENT
• Join a club or organization of interest
• Consider applying for a Student Leadership position

EVENTS
• Use Career Services workshops and information sessions to explore your interests and values as they relate to possible career paths.
• Participate in community engagement and volunteer opportunities

UNDECLARED? QUESTIONING YOUR MAJOR?
• Make an appointment with a Career Counselor to talk about possible majors that fit your interests, skills, abilities, & goals
Sophomore: Direction
Investigate

RESEARCH 2-3 POSSIBLE CAREERS IN DEPTH:
Start your research by looking up careers of interest on the following websites:
- Occupational Outlook Handbook: www.bls.gov/oco
- O*NET Online: www.onetonline.org
- La Verne CareerLink: https://laverne-csm.symplicity.com/students/
- Other websites to do research on job descriptions:
  www.Indeed.com
  www.SimplyHired.com
  www.LinkedIn.com

QUICK TIPS:
- Conduct informational interviews
- Shadow a professional

ACADEMIC CAREER EXPLORATION:
- Research opportunities
- Research majors/career leads: http://sites.laverne.edu/careers/what-can-i-do-with-my-major/
- Intentional class assignments
- Seek out classes with service learning opportunities

CAMPUS INVOLVEMENT:
- Develop your leadership skills by taking an active role in a student organization
- Apply to be an OWL (Orientation Week Leader), Resident Advisor, Student Leader
- Update your resume to reflect your college accomplishments

STILL UNDECLARED? CONFUSED ABOUT YOUR MAJOR?
- You MUST declare a major by the end of your sophomore year!
- Make an appointment with a Career Counselor to talk about possible majors that fit your interests, skills, abilities, & goals.
- Evaluate the classes you have taken and determine the one or couple that interested you most.
- Talk to faculty and students in the majors you are interested in to get a feel for the major.

EVENTS:
- Speed Networking and Etiquette Dinner
- Graduate School Week and Graduate School Fair
- Spring Career and Internship Fair
Junior: Experience

DID YOU KNOW?
• Graduates with internship experience typically receive HIGHER STARTING SALARIES than graduates without internship experience

5 REASONS TO GET AN INTERNSHIP
1. Learn more about a chosen field of work
2. Apply classroom theory to real work situations
3. Identify and strengthen your interests and talents
4. Gain professional skills: written and oral communication skills, teamwork, and problem solving skills
5. Make contacts to build your network and gain future employment

DEVELOP AN INTERNSHIP SEARCH PLAN
• Professional Associations
  o Learn about an industry by joining a professional organization
  o Check out: www.weddles.com/associations
• Research opportunities
• Stay current with industry trends
• Intentional class assignments

CAMPUS INVOLVEMENT
• Apply for leadership positions within your club or organization that enhance the skills and abilities you will need for your career of interest
• Apply to be on ASULV, CAB, or a Resident Advisor
• Update your resume to reflect your college accomplishments

GRADUATE SCHOOL:
• Attend Graduate School Week events and Graduate School Fair
• Meet with a career counselor to go over choices & fit. If you are not sure where you want to go or which program would be best, let us help you!
• Prepare & register for graduate admissions tests. It is a good idea to take these tests no later than fall of your senior year.
• Ask your references for letters of recommendation early!

CREATE A LINKEDIN ACCOUNT

ATTEND EVENTS
• Speed Networking and Etiquette Dinner
• Graduate School Week
• Graduate School Fair
• Spring Career and Internship Fair
• Mock Interview Day
DON’T WAIT! JOB SEARCH FALL SEMESTER!

- Your job search is very similar to your internship search. Review the “Developing an Internship Plan” section from the Junior Year plan.

JOB SEARCH STRATEGY #1 Know yourself & what you are looking for in a position. The Career Values section will help you determine what is most important to you in a position and/or company. Identifying this information will help you narrow your search to position that fits you.

JOB SEARCH STRATEGY #2 Treat your job search like a full-time job. Research, prepare your resume, contact companies, and build your network. Devote a significant amount of time to your search efforts.

JOB SEARCH STRATEGY #3 Attend career fairs & career events. Career Services hosts various events throughout the year that are open to all La Verne students and alumni.

JOB SEARCH STRATEGY #4 NETWORK! NETWORK! NETWORK! Networking is the number one way to find a job. Employers are more likely to hire someone through a personal reference.

- Email 3 old friends to reconnect
- Complete your entire profile on LinkedIn
- Reach out to friends, colleagues, family, and classmates
- Make sure your resume is up to date and ready to send out

JOB SEARCH STRATEGY #5 Meet with a Career Counselor to develop your strategy and plan for your job search.

CAMPUS INVOLVEMENT

- Apply for leadership positions where you can coach, train, and/or supervise others

THINGS TO THINK ABOUT:

CAREER VALUES

- Similar to choosing a major, when you choose a career or job, you need to think about your values, needs, and wants.

INTERVIEWING

- Review Interview Resource Guide
- Schedule a mock interview
Undergraduate Checklist

Freshman Year
✓ Meet with a Career Counselor
✓ Meet with Academic Advising
✓ Take necessary career assessments
✓ Begin your first resume (Career Services offers several workshops and has examples on the website!)
✓ Get involved on campus
✓ Connect with Career Services on Facebook and Twitter
✓ Join and explore La Verne CareerLink
✓ Attend Career and Internship Fair
✓ Think about a part-time job or volunteer experience after the first quarter. (Current job listings are available 24/7 on CareerLink [https://laverne-csm.symplicity.com/students/])

Sophomore year
✓ Meet with a Career Counselor
✓ Research 2-3 Careers In Depth
✓ Conduct Informational Interviews
✓ Shadow a Professional
✓ Become a student leader, OWL, or Resident Advisor
✓ Add your professional and academic accomplishments to your resume
✓ Begin working on your interviewing skills – Career Services will work with you in a Mock Interview!
✓ Connect with Career Services on Facebook and Twitter
✓ Attend Graduate School Fair to do research
✓ Attend Career and Internship Fair
✓ Think about a part-time job or volunteer experience after the first quarter. (Current job listings are available 24/7 on CareerLink [www.laverne.edu/careers]

Junior year
✓ Meet with a Career Counselor
✓ Develop an internship search plan
✓ Network with professionals in your area of interest
✓ Prepare an updated resume & have it reviewed
✓ Come in for a mock interview
✓ Join a professional association
✓ Create a LinkedIn Profile
✓ Meet with a Career Counselor
✓ Submit applications for graduate and professional schools in the Fall of your fourth year
✓ Take graduate admission tests (GRE, GMAT, LSAT, Etc.)
✓ Review and implement the internship search plan from junior year for your job search
✓ List your Career Values
✓ Network with professionals in your area of interest
✓ Start your job search in the fall of your senior year
✓ Attend career events hosted by Career Services
Senior Year

- Meet with a Career Counselor
- Submit applications for graduate and professional schools in the Fall of your fourth year
- Take graduate admission tests (GRE, GMAT, LSAT, Etc.)
- Review and implement the internship search plan from junior year for your job search
- List your Career Values
- Network with professionals in your area of interest
- Start your job search in the fall of your senior year
- Attend career events hosted by Career Services