UNDERGRADUATE FOUR-YEAR PLAN
Freshman Year: The Foundation | Exploration Phase

STEPS TO EXPLORE & DEFINE

- Meet with a Career Counselor to help guide you through exploring and defining what these areas mean for you:
  - VALUES | What is important to you? Family? Faith? Money? Location?
  - PASSION | What dreams excite you for your future?

- Evaluate personality & interests through career services assessments:
  1. MYERS-BRIGGS (MBTI) (free)*
  2. STRONG INTEREST INVENTORY (free)*
  3. PERSONALITY MOSAIC (free)*
  4. LIFE VALUES INVENTORY (©Brown, Duane and Crace, R. Kelly, 1996) (free)*
  5. STRENGTHQUEST: Discover and develop your strengths in academics, career, and beyond ($15.00)*

- Assessments require a pre-appointment & follow-up appointment with a Career Counselor

- Meet with professors, faculty, advisors, etc. to discuss your interests and learn about more opportunities:
  1. Meet with faculty to discuss career opportunities in your major
  2. Meet with your academic advisor to discuss your academic career

- Become involved on campus to learn more about your interests:
  1. Join a club or organization of interest or CREATE YOUR OWN!
  2. Consider applying for a Student Leadership position

- Attend events & workshops to learn more about yourself:
  1. Use Career Services workshops and information sessions to explore your interests and values as they relate to possible career paths.
  2. Participate in community engagement and volunteer opportunities

STILL UNDECLARED/UNDECIDED? QUESTIONING YOUR MAJOR?

Make an appointment with a Career Counselor to talk about possible majors that fit your interests, skills, abilities, & goals

University of La Verne
Office of Career Services
2nd Floor, Abraham Campus Center
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careerservices@laverne.edu

Fall 2014
UNDERGRADUATE FOUR-YEAR PLAN
Sophomore Year: Direction | Investigative Phase

STEPS FOR INVESTIGATION

- Research 2-3 possible careers in depth by using the following websites:
  - O*NET Online: [www.onetonline.org](http://www.onetonline.org)
  - La Verne CareerLink: [https://laverne-csm.symplicity.com/students/](https://laverne-csm.symplicity.com/students/)
  - Other websites to do research on job descriptions:
    - [www.Indeed.com](http://www.Indeed.com)
    - [www.SimplyHired.com](http://www.SimplyHired.com)
    - [www.LinkedIn.com](http://www.LinkedIn.com)

- Network, interview, and shadow professionals:
  1. Conduct informational interviews with individuals in organizations or positions you are interested in
  2. Shadow a professional in a career you are interested in pursuing

- Continue exploring and investigating through your academic career:
  2. Be intentional with your class assignments – use them to help you investigate your area of interest
  3. Seek out classes with service learning opportunities to enhance your investigation through hands on experience

- Continue your on-campus involvement:
  1. Develop your leadership skills by taking an active role in a student organization
  2. Apply to be an OWL (Orientation Week Leader), Resident Advisor, Student Leader
  3. Update your resume to reflect your college accomplishments

- Attend events & workshops to investigate your major and career opportunities further:
  1. Speed Networking and Etiquette Dinner
  2. Graduate School Week and Graduate School Fair
  3. Spring Career and Internship Fair

STILL UNDECLARED/UNDECIDED? 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
UNDERGRADUATE FOUR-YEAR PLAN

Junior Year: Experience | Experiential Phase

TIPS & STEPS TO GAIN EXPERIENCE

DID YOU KNOW? | Graduates with internship experience typically receive HIGHER STARTING SALARIES then 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

Begin by developing an internship search plan & consider the following in your search:

1. Research professional associations in your industry & join one
   - Professional associations oftentimes have internship programs, explore these!
   - Check out www.weddles.com/associations for an extensive list of associations
2. Research internship opportunities on CareerLink, LinkedIn, InternMatch.com, or other internship search sites
3. Stay current with industry trends
4. Be intentional and strategic in your class assignments, focusing on learning more about your industry or gaining experience in your field

Continue your on campus involvement:

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

Consider Graduate School:

1. Attend Graduate School Week events and Graduate School Fair
2. 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!
3. Prepare & register for graduate admissions tests. It is a good idea to take these tests no later than fall of your senior year.
4. Ask your references for letters of recommendation early!

Create a LinkedIn account

Attend Career Services workshops & events:

- Speed Networking and Etiquette Dinner
- Graduate School Week
- Graduate School Fair
- Spring Career and Internship Fair
- Mock Interview Day

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DON’T WAIT! JOB SEARCH FALL SEMESTER! | Your job search is very similar to your internship search. Review “developing an internship plan” section from the Junior Year plan.

 JOB SEARCH STRATEGY #1 | Know yourself & what you are looking for in a position. What do you value? What 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. Consider updating your professional information and reaching out to your network in the following ways:
  - 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.

 Continue to stay involved on campus:
  1. Apply for leadership positions where you can coach, train, and/or supervise others.

 Prepare for interviews by:
  1. Meeting with a Career Counselor
  2. Reviewing the Interview Resource Guide
  3. Scheduling a mock interview

 Attend Career Services workshops & events:
  - Speed Networking and Etiquette Dinner
  - Graduate School Week
  - Graduate School Fair
  - Spring Career and Internship Fair
  - Mock Interview Day

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