

Freshman Year

___ **Visit PSC Career Center** for information, job search resources and a computer lounge area. Walk-ins always welcome. Appt recommended.

___ **You need a resume.** Create, update and target! We can help you build your first resume or revise an existing one.

___ Register on **PSC CAREER CENTRAL (PSC-CC)**. Register to view incoming jobs, apply and see who's coming to our Career Fairs. Find a PSC Mentor and network with Alums and Friends!

___ **Organize a Career Plan Binder.** Identify areas of interest, skills, values, occupations and career paths to help guide your direction.

___ **Explore career path and options.** Use **FOCUS2**, our online career and educational planning tool. Contact Career Services for Key-code. Follow-up appointment recommended.

___ **Attend PSC Fall Career Fairs.** Participate in workshops to develop interview skills and confidence. If job hunting, have a resume in hand. Begin Networking. **This is a Professional Attire Day.**

___ **Get involved!** Find out about student clubs and organizations through faculty, peers and Student Activities.

___ **Attend PSC Annual Spring Career Fair.** You introduced yourself at the Fall Career Fair. Time to raise the bar! Research attending companies and ask relevant questions about career paths. Have an updated, critiqued resume and deliver your 30-sec elevator speech. **This is a Professional Attire Day.**

___ **Identify goals and strategies** Make decisions to self-guide your future.

MY GOALS:

√ Completed

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MAKE AN APPOINTMENT WITH CAREER SERVICES ddutcher@paulsmiths.edu

Sophomore Year

___ **Plan to do an internship or work experience in your field.** Meet with your advisor, program coordinator or dean to stay on track. Visit Career Services for help preparing and searching for opportunities.

___ **Identify a list of references.** Ask for their permission to use them on your reference page. Remember to thank them and stay in touch.

___ **Be a career activist!** Learn about career paths in your field. Attend info sessions. Pick your professors' brains.

___ **Visit On-Campus Recruiter Tables and** attend employer presentations. Introduce yourself and be prepared and ready to interview.

___ **Connect with PSC Alums & Friends on PSC-CC Mentor Program.** Network with career professionals. Find mentoring tips and "Informational Interviewing" handouts at Career Services.

___ **Attend the Fall Career Fair** for career path information, summer employment and internships. Keep building connections! **This is a Professional Attire Day.**

___ **Jump start your career on Winter Break.** Search and be ready for early deadlines. Get your resume, cover letter, reference list ready.

___ **Consider extra-curricular clubs, athletics and activities.** Ask student leaders, your advisor or Student Activities how to get involved. Great Resume Builder!

___ **Attend PSC Annual Spring Career Fair.** Speak with as many employers as you and continue building connections. Use your networking and professional skills! **This is a Professional Attire Day.**

MY GOALS:

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VISIT PSC CAREER CENTER...OPEN MON-FRI 8:30AM-4:30PM. 518.327.6082

Junior Year

___ **Catch up on your Career Action Plan.** Review the list above.

___ **Who do YOU Know? Keep a list of networking contacts and** career professionals—stop by and pick up our handouts on career topics. Connect with alumni and friends at the Fall Career Fair.

___ **Plan a career-related summer experience.** Career Services can help you identify summer opportunities. Consider using your winter break. Look for early application deadlines NOW (Jan-Mar).

___ **Thinking about GRADUATE SCHOOL?** Attend the Graduate School Workshops held in Fall & Spring semesters to help you **make the decision about graduate school.** Visit Career Services for assistance.

___ **Your Resume is a Work-in-Progress.** Have your **resume** updated and recently critiqued. **No Resume?** Pick up a worksheet in our Office and sign-up for a resume day at Career Services.

___ **Obtain references** from faculty/staff and employers in advance.

___ **Attend the SPRING CAREER FAIR PREP SERIES** and find out what to do Before...During...After the fair. If you feel unsure about job hunting -these events are for you! Great Prizes!

___ **UPLOAD an APPROVED RESUME and up to 4 DOCUMENTS on PSC-CC for employer viewing.** UPDATE your profile, contact information and documents so employers can find you.

___ **ATTEND PSC Fall & Spring Career Fair** and speak with employers about internships, summer and permanent job opportunities. **RESEARCH Employers BEFORE the fair.** Keep building your connections. Ask for a contact name to follow-up. **This is a Professional Attire Day.**

___ **Complete required field experiences for your major. Resume-builder!**

MY GOALS:

√ Completed

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A QUICK QUESTION? Email The Career Center at ddutcher@paulsmiths.edu
CAREER CENTER IS OPEN MON-FRI 8:30AM-4:30PM. 518.327.6082

Senior Year

Pick up the pace. Final Check. Visit Career Services!
___ **Register on PSC Career Central Online (PSC-CC)**

___ Resume/Cover Letter/Reference Page

___ Build your Career Portfolio

___ Complete the Career Action Plan checklist

___ Prepare and Practice Interviewing Skills

___ Obtain several copies of your official transcript

___ **The Job Hunt should be in FULL SWING now!** Check PSC-CC, career-related job boards and employer websites daily for openings. Research company links and websites for career opportunities for unadvertised openings. Keep an ongoing list of 5-10 job prospects.

___ **Attend the Career Fair workshops.** Create your “brand” and practice professional skills. **Practice. Practice. Practice.**

___ **Make Fall & Spring Career Fairs a PRIORITY.** Speak with employers about internships, summer and permanent job opportunities. **RESEARCH Employers BEFORE the fair.** Keep building your connections. Ask for a contact name to follow-up. **This is a Professional Attire Day.**

___ **REGISTER ON PSC-CC ONLINE to see** who’s coming to the Spring Career Fair and research companies before they arrive.

___ Reach out to your **networking contacts** and let them know that you are scheduled to graduate soon. Make sure you **follow up** with all interviews and phone calls.

___ **REFLECT & REVIEW!** Stay on track. Follow-through on your leads. Send thank you notes after interviewing. Reach out to your contacts.

___ **The Job Hunt is A REAL JOB.** Treat it like one and you will see positive results. 5 hours a day. 5 days a week. Use targeted and creative approaches. Mix and mingle. Get word out that you are for hire.

MY GOALS:

√ Completed

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CONGRATULATIONS! Please Complete your Cap & Gown Questionnaire PSC REMEMBER...ALUMNI HAVE ACCESS TO CAREER SERVICES RESOURCES

MY NOTES:

TO DO LIST: