



Career Planning Checklist

THE PRISCILLA A. SCOTLAN CAREER SERVICES CENTER offers a variety of programs and services to help you choose a major, get real-world experience, explore career options and find a satisfying career. Below is the Career Planning Checklist that students can follow in preparation for finding a job after graduation from USF and attending graduate school. For more information about our programs and services, please visit our website www.usfca.edu/csc

First Year

- ☐ Visit the Career Services Center, located in UC 5th Floor, and find out what services are available.
- ☐ Meet with a career counselor during our drop-in hours to begin to explore career options.
- ☐ Discuss career interests with a faculty advisor to plan relevant course work.
- ☐ Take a Career Assessment.
- ☐ Read "What can you do with this major?" Handout.
- ☐ Strengthen personal development by volunteering for community service.
- ☐ See DonsCareers for part-time jobs off-campus.
- ☐ Get involved with student groups related to your major and/or career interests.
- ☐ Login to DonsCareers and sign up to receive announcements about career events.
- ☐ Keep informed about CSC programs and career ideas through our events calendar.

Second Year

- ☐ Find a part-time job, off campus or on campus to build your work experience.
- ☐ If you are undecided about your major, meet with a career counselor.
- ☐ Work with a career counselor to clarify values, and identify preliminary career interest.
- ☐ Read about careers in CSC Resource Library.
- ☐ Attend the Study Abroad Fair in the Fall and Spring Semesters.
- ☐ Ask a counselor to help you prepare or update a resume
- ☐ Go on an informational interview or job shadow someone in careers of interest.
- ☐ Learn how to network to get a job.
- ☐ Apply for an internship to begin fall semester of your junior year.
- ☐ Take a leadership role in a student club or organization to build new skills and gain valuable experience.

Third Year

- ☐ Explore current occupational information in our online resources.
- ☐ Identify internships in DonsCareers and Internship Exchange.
- ☐ Take the Strong, or CISS and the MBTI assesment tests to help you explore your career options.
- ☐ Research possible graduate schools at the Annual Graduate & Professional School Fair.
- ☐ Understand admission requirements, timelines, and procedures for Grad Schools.
- ☐ Attend the Career Fair and find out what employers will be looking for.
- ☐ Talk to a career counselor about career options or graduate school.
- ☐ Create a LinkedIn Profile, the online professional networking community, and join USF LinkedIn group.
- ☐ Prepare or update your resume and get counselor feedback.
- ☐ Get a summer job or internship related to your major or career interests.

Fourth Year

- ☐ Meet with a career counselor and plan a strategy to maximize your senior year.
- ☐ Sign up for On-Campus Interviews on DonsCareers.
- ☐ Decide on your best option after graduation, and come up with one or two backup plans just in case.
- ☐ For graduate school pick up the GRE, GMAT, LSAT, CBEST, PRAXIS, or MCAT test bulletins.
- ☐ Attend Resume Writing and Interviewing Workshops.
- ☐ Learn market trends and salary expectations for your industry and career of interest.
- ☐ Gather relevant job application materials. (Resume, Cover Letter, References, Examples of Work)
- ☐ Attend the Career Fair to network and discuss opportunities with Bay Area Employers.
- ☐ Identify top skills/interests from past work experience to prepare for interviews.
- ☐ Set up a videotaped mock interview session to practice your skills.
- ☐ Use DonsCareers to identify job opportunities.