



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](#).

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?](#)" resource.
- Strengthen personal development by [volunteering](#) for community service.
- Update profile in [Handshake](#) account.
- See [Handshake](#) for part-time jobs off-campus.
- Get involved with [student groups](#) related to your major and/or career interests.
- Login to [Handshake](#) 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 and [research different careers](#) of interest to you.
- Research study abroad options.
- Ask a counselor to help you prepare or [update a resume](#).
- Create a [LinkedIn Profile](#), the online professional networking community, and join USF LinkedIn group.
- 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 and Beyond:

- Explore current [occupational information](#) in our online resources.
- Identify internships in [Handshake](#) and [Internship Exchange](#).
- Meet with a counselor to discuss taking the iStart, Focus and the MBTI [assessment tests](#) to help you explore your career options.
- Attend the Career Fair and find out what employers will be looking for.
- Talk to a career counselor about career options.
- Prepare or update your [resume](#) and get counselor feedback.
- Get a summer job or internship related to your major or career interests.

Final Year:

- [Meet with a career counselor](#) and plan a strategy to maximize your senior year.
- Decide on your best option after graduation, and come up with one or two backup plans just in case.
- Attend Resume Writing and Interviewing Workshops, and other Career Services Center events.
- Apply to participate in a trek, where you will visit a Bay Area employer and learn about a specific industry.
- Use Handshake to identify job opportunities.
- 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.