Transfer Student Checklist

First-Year, First semester

☐ Visit the Career Services Center, located in UC 5th floor, and find out what services are available.
☐ Activate Handshake account & update profile with past experiences
☐ Sign up to receive announcements about career events

First-Year, Second semester

☐ Visit the Career Services Center, located in UC 5th floor, and find out what services are available.
☐ Read about and research different careers of interest to you.
☐ Explore current occupational information in our online resources.
☐ Go on an informational interview or job shadow someone in careers of interest.
☐ Identify internships in Handshake and Internship Exchange.
☐ Take a leadership role in a student club or organization to build new skills and gain valuable experience.
☐ Research study abroad options to see if this fits within your academic track.
☐ Attend the Career Fair and search for summer internship opportunities
☐ Meet with a career counselor and plan a strategy to maximize your senior year.
   Apply to participate in a trek, where you will visit a Bay Area employer and learn about a specific industry.

Second-year, first semester

☐ Meet with a Career Counselor to review job search strategies
☐ Create a LinkedIn Profile, the online professional networking community, and join USF LinkedIn group.
☐ Connect with alumni using the LinkedIn Alumni Tool
☐ 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.

Second-year, second semester

☐ Use Handshake to identify job opportunities.
☐ Learn market trends and salary expectations for your industry and career of interest.
☐ Attend the career fair to discuss full-time positions with employers.
☐ Decide on your best option after graduation, and come up with one or two backup plans just in case.
☐ Apply to participate in a trek, where you will visit a Bay Area employer and learn about a specific industry.
☐ Identify top skills/interests from past work experience to prepare for interviews.
☐ Set up a videotaped mock interview session to practice your skills.
☐ Meet with a Career Counselor to discuss salary and benefit negotiation strategies, and learn how to manage offers.