



### Transfer Student Checklist

#### First-Year, First semester

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- 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

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- 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

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- 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

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- 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.