



# Southern Nazarene University

## Career Services and Student Employment Office

### 4-Year Career Development Plan

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#### FRESHMAN YEAR: SELF-EXPLORATION

- Set up an appointment with your academic advisor to discuss your major and possible career plans
- Create a login/password on HireSNUgrads.com [Employment Opportunities] to search Part-time & Summer jobs
- Find a Part-time job or get involved with organizations on campus in order to start building your resume
- Take the Job Fit career assessment ([www.cowib.jobfit.com](http://www.cowib.jobfit.com)) as a way to learn more about yourself and how interests, skills, personality, and values connect to a career
- Take the O\*NET Interest Profiler: <http://www.mynextmove.org/explore/ip>
- If you are still undecided regarding what major to pursue seek career counseling with the Director of Career Services
- Complete the Job Search and Networking Skills component of the “Job Search, Resumes, and Interviewing” Section on the Learning Express Library website: <http://www.learnatest.com/LEL/index.cfm/?HR=http://snu.edu/>

#### SOPHOMORE YEAR: CONNECTIONS

- Make an appointment with your advisor (or a favorite professor in your academic dept.) to discuss potential internships
- Complete the Creating Great Resumes and Cover Letters component of the “Job Search, Resumes, and Interviewing” Section on the Learning Express Library website: <http://www.learnatest.com/LEL/index.cfm/?HR=http://snu.edu/>
- Use the resume builder on the SNU Career Services website to create a resume. The career center will provide you with feedback.
- Complete the Interviewing component of the “Job Search, Resumes, and Interviewing” Section on the Learning Express Library website: <http://www.learnatest.com/LEL/index.cfm/?HR=http://snu.edu/>
- Attend the SNU career fairs and the Greater Grads career fair to practice networking with employers
- Create a LinkedIn profile at [www.linkedin.com](http://www.linkedin.com)
- Contact a career mentor using SNU’s Career Center Network of Professionals on LinkedIn.
- Go on an informational interview or job shadow someone in your career(s) of interest
- Connect majors to careers using the “What to do with a major in…” handouts available on the 1<sup>st</sup> floor of the SNU library

#### JUNIOR YEAR: EXPERIENCE

- Make an appointment with your advisor or the Director of Career Services and begin researching internships for the fall, spring, or summer
- Update your resume and your LinkedIn profile with any jobs you’ve held or organizations you’ve recently participated in
- Research careers at O\*Net’s website: <http://www.mynextmove.org/>
- Login to the Job/Career Search page at HireSNUgrads.com [Employment Opportunities] to search for internships and then apply to 3-5 internships that interest you
- Attend the mock interviews hosted by your academic department or schedule one with the Director of Career Services
- Attend the SNU career fairs and the Greater Grads career fair to practice networking with employers
- Establish a networking list for people you know that do not have profiles on LinkedIn
- Attend workshops and employer information sessions sponsored by HireSNUgrads.com and the Director of Career Services
- Participate in an internship and follow up with the Director of Career Services to reflect on your experience
- If planning on attending graduate school, begin researching graduate schools and take admission preparation courses and tests

#### SENIOR YEAR: LAUNCHING

- Update your resume and your LinkedIn profile
- Make an appointment with Director of Career Services to develop a job search timeline
- Update your networking list and begin to use it to connect with possible job openings
- Complete the Success on the Job component of the “Job Search, Resumes, and Interviewing” Section on the Learning Express Library website
- Attend the SNU career fairs and the Greater Grads career fair to practice networking with employers
- Attend the mock interviews hosted by your academic department or schedule one with the Director of Career Services
- Research market trends and salary expectations for your industry and career of interest by using the Occupation Search on [www.onetonline.org](http://www.onetonline.org)