**FRESHMAN | self-discovery**

**Be confident in and explore your major**
- Consult with academic advising and determine if you will be pursuing credit for internships
- Explore major outcomes and flexibility on the major portal

**Conduct a self-assessment of your talents, interests, skills, values and personality**
- Make an appointment with a Career Educator to discuss and take an assessment
- Find a mentor (faculty, advisor, staff, alumni)
- Get involved with on and off campus organizations or jobs

**Research potential career paths**
- Participate in informational interviews with faculty and professionals in those fields
- Join ATLAS Career Exploration Career Certificate Program
- Research occupations (O*NET) and industries (Vault)
- Attend an Internship or Career Expo

**Cover your basics**
- Create your Handshake profile
- Build a resume and have it reviewed by a Career Educator
- Attend informational events such as Involvement Fair and Chapman’s Research Fair

**SOPHOMORE | career exploration**

**Build your professional profile**
- Revise your resume with relevant skills and experiences
- Create a tailored cover letter
- Build an all-star LinkedIn profile
- Update your Handshake profile and explore jobs and internships

**Research potential careers**
- Learn how to network effectively and conduct informational interviews
- Begin exploring graduate schools and how they fit in with your career goals
- Attend Internship Expo (Fall) and Career Expo (Spring)
- Complete a Career Certificate Program
- Attend career events

**Seek out experiences to build key skills and explore potential careers**
- Determine if you will be pursuing academic credit for internships during your time as a student
- Update your resume content: explore internship, part-time, volunteer and on-campus opportunities
- Explore research opportunities (Office of Undergraduate Research and Creative Activity)
- Look for leadership opportunities and become more involved in student and other organizations
- Attend Study Abroad Fair (students need to plan 1 year ahead before going abroad)
JUNIOR | gaining experience

Determine if you will be pursuing graduate school or seeking employment post-graduation

If continuing education
- Explore possible programs and universities – attend Chapman’s spring Grad Fair
- Research and complete graduate school requirements
- Meet with a Career Educator to discuss timeline and how to prepare
- Research scholarship and research funding after graduation (ex: Fulbright)

If seeking employment
- Update your resume and LinkedIn profile
- Create a job/internship search alert on Handshake
- Build a list of target organizations, research and network with them
- Connect with faculty in your chosen field
- Meet with a Career Educator to develop an effective job search plan

Develop key skills and align professional goals with skills, interests, and values
- Enroll in Summit or another Career Certificate Program
- Meet with a Career Educator to develop your elevator pitch and interviewing skills
- Attend career events including Mock Interviews, excursions, information sessions and expos
- Complete an internship or part-time work

SENIOR | taking action

Fine tune your strategy
- Make an appointment with a Career Educator to update your action plan
- Tailor resume(s) to target role(s)
- Update target list of organizations and research expectations and requirements
- Update your LinkedIn and Handshake profiles

Polish your professional skills and begin applying
- Complete a Career Certificate Program (if not completed already)
- Attend Career Expo and other career events
- Practice your Elevator Pitch and interviewing
- Consider internships and jobs to broaden experience
- Participate in Mock and On-Campus Interviews
- Set up job alerts on Handshake, LinkedIn, Indeed and other online job boards

Cultivate your network
- Attend networking events and conduct informational interviews
- Stay connected with professors
- Reach out to alumni and ask faculty for recommendations
- Familiarize yourself with LinkedIn’s Alumni Search Tool
- Don’t forget – Chapman is your Career Connection for Life