

Freshman Year Self Assessment

During your first year, start working toward graduation by doing the following:

- Register for an INTR 100 class to learn college success skills.
- Attend Major Connections to explore options for taking majors to careers.
- Get acquainted with the Career Resource Center's staff and resources.
- Use the Center to find information about majors, careers, and employment.
- Build leadership skills through co-curricular and volunteer activities.
- Take advantage of job announcements received in the Center.
- Think about declaring your major.

Sophomore Year Exploration

Throughout your second year, continue planning for your career by completing the following:

- Gather career information from the Career Resource Center's library.
- Discuss your career plans with your academic advisor.
- Talk with the Center's staff to help you decide on (or confirm) your major.
- Attend an internship workshop so you can participate in the internship program during your junior year.
- Interview potential employers to ask what skills they seek, then plan to develop those skills.
- Visit companies you are interested in and get information from them.
- Attend the Career Fair and workshops.
- Declare your major.

Junior Year Evaluation & Decision Making

Now that you are halfway to graduation, it is time to accomplish the following:

- Register for our online job board, upload your resumé, and access job and internship opportunities.
- Attend an internship workshop.
- Attend the Internship Fair to learn about available internships.
- Complete an internship.
- Meet with Career Resource Center staff to refine your resumé.
- Use the Center's library to find information on starting salaries in your field.
- Attend Career Resource Center events to gain insight into what employers want.
- Attend the Career Fair and workshops to enhance your job-search skills.
- Attend the Graduate School Fair to gather information about graduate programs.
- Research graduate schools in the Center.
- Complete your application for graduation.

Senior Year Implementation

Take action toward life-after-graduation by doing the following:

- On the online job board, update your online resumé and interview with potential employers.
- Complete a second internship.
- Participate in mock interviews.
- Attend Career Resource Center events to gain insight into what employers want.
- Attend the Career Fair and workshops to enhance your job search skills.
- Participate in on-campus recruiting programs.
- Make a list of people who can serve as networking resources.
- Research companies through Internet links located on the Center's home page.
- Register with the Center to establish a credential file, or to establish a graduate school application file.
- Register to take the graduate school entrance exam(s).
- Consult with career counselors about your resumé, job search skills, and interviewing skills.

Graduate Students

Advance your professional career. Stop by the Career Resource Center and take advantage of the following opportunities:

- Update your resumé.
- Register for our online job board, upload your resumé, and interview with potential employers.
- Participate in the internship program.
- Sign up in the Career Resource Center for mock interviews.
- Attend the Career Fair and workshops to enhance your job search skills.
- Attend Career Resource Center events to gain insight into what employers want.
- Research companies through Internet links located on the Center's home page.
- Consult with career counselors about your resumé, job search skills, and interviewing skills.

Services

Career Assessment

Help with self-assessment, career exploration, and decision-making is available through individual counseling, career workshops, May-term career planning, and career-shadowing classes. Career assessment includes the Strong Interest Inventory, the Myers-Briggs Type Indicator, and exercises to help you determine your skills and values.

Major Connections

Major Connections is a workshop offered in the fall that gives you an opportunity to connect your major to careers.

The Internship Program

The internship program is designed to offer credit toward your major for on-the-job learning and allow you to test your career interests in work that is related to your field of study.

Career Resources

The career library offers resources including information about hundreds of careers, graduate programs, job search skills, and local employers. The Center's home page at www.westminstercollege.edu/career_center is also a great source of information and includes many links to career and job-related sites.

Panel Discussions & Workshops

The Career Resource Center and academic programs sponsor presentations by professionals in a variety of fields. Topics include job search skills, networking, graduate school testing, and applying to graduate school.

Services (continued)

Job and Internship Opportunities

Job listings from employers (including full-time, part-time and internships) are posted in the Center and on our online job board. You can access the online job board from the Center's home page. To register for our online job board, visit www.westminstercollege.edu/career_center.

Career Fair

The annual spring Career Fair brings a large number of employers to campus to meet with students and let them know about current job opportunities in various fields. Before the fair, you can attend a series of career workshops to help you make the most of your Career Fair experience.

Credential/Graduate School Files

If you are an Education major or are applying to graduate school, you may decide to maintain a credential or graduate school file in the Career Resource Center. Files are mailed upon request to school districts or graduate schools.



Our Vision

We will be nationally recognized as an exemplary community of learners, distinguished by our distinctive educational programs, our record of preparing graduates for success in a rapidly changing world, and our commitment to continuous improvement, effectiveness, and value.

Career Resource Center



Career Planning Checklist