



## Suggested Career Planning Timeline for YU Undergraduates

The CDC can help you create a career plan tailored just for you. Below is a suggested timeline of important steps to get you started.

### FRESHMAN/ SOPHOMORE YEARS

- Conduct self-assessment exercises to better determine your skills, interests, values, and personality style
- Explore different majors and career areas that might be of interest to you
- Collect information on various careers using the Career Center website and tip sheets
- Talk to parents, friends, faculty, alumni, and others about their careers to gather more information
- Draft your first resume and have it reviewed by a counselor during walk-in hours
- Familiarize yourself with YU CareerLink, our online job/internship posting and career management tool
- Apply for part-time jobs or internships
- Shadow multiple people in careers of interest to you
- Conduct informational interviews with YU alumni and professionals on YU InfoLink

### JUNIOR YEAR

- Update your resume and have it reviewed by a Career Center counselor
- Conduct informational interviews with professionals in career areas of interest
- Attend career fairs to discover career paths and familiarize yourself with different industries
- Attend interview, internship/job search, and networking workshops and events
- Research and apply for internships for summer and/or academic year through YU CareerLink and/or other job posting sites
- Schedule a mock interview with a Career Center counselor
- Meet with a career counselor to discuss occupational research and refine your career plan
- Make a tentative decision about career direction and embark on next steps (graduate school planning or job search)
- Create a profile on LinkedIn for professional networking

### SENIOR YEAR

- Edit and update your resume
- Attend workshops on job search, interview preparation, campus recruiting, and graduate school
- Schedule mock interviews with a Career Center counselor
- Utilize BigInterview to practice interviews from your own computer
- Continue networking to develop contacts and job leads
- Remain current in fields of interest and read trade journals and newspapers
- Attend career fairs to meet recruiters and discover openings
- Assess living costs and first job salary outlook
- Develop a personal budget
- Use multiple job search techniques to apply for positions, including YU CareerLink, networking, job fairs, job websites, and other avenues
- Meet with a counselor to discuss job offers and assist with decision-making process