Your four year University Strategic Plan to Succeed in the 21st Century!

- **Freshman Year**
  Self Assessment and Career Planning Activities

- **Sophomore Year**
  Career Exploration and Investigation Activities

- **Junior Year**
  Gain Experience and Get Involved

- **Senior Year**
  Job Search/Transition to Work Activities

Mission Statement
Career Services is committed to providing progressive, timely, and comprehensive services of the highest quality to Georgia Southwestern State University students and alumni. Career Services is dedicated to promoting optimal career development to all students and seeks to effectively provide meaningful work experiences in preparation for a global job market.
FRESHMAN YEAR

Self Assessment and Career Planning Activities
- Begin to identify interests, abilities, skills, and personal/work values
- Seek career counseling to discuss “choosing a major” and/or identifying possible career options
- Explore a wide variety of majors
- Talk to academic advisors about the majors you are considering
- Develop and practice good study, organizational, and functional skills
- Investigate campus organizations that might interest you. This is a good way to develop leadership, organizational, and planning skills
- Participate in campus activities—get involved in what’s happening on campus
- Seek summer, part-time, and volunteer jobs to explore careers and gain valuable experience
- Write the answers to the following four key questions:
  1. What do I want to do?
  2. What can I do?
  3. What do I need to do to develop myself further?
  4. How can I get the job I want after graduation?

SOPHOMORE YEAR

Career Exploration and Investigation Activities
- Continue exploring you academic interests through a variety of courses
- Learn about career options in the various majors by talking with professionals in those areas
- “Shadow” – spend a day on the job with a career person
- Talk with family, friends, peers, counselors, professors, etc.
- Talk with your academic advisor to discuss requirements and procedures for declaring your chosen field
- Confirm your choice of an academic major
- Investigate internships, part-time work, summer jobs, and volunteer programs to gain valuable experience

JUNIOR YEAR

Gain Experience and Get Involved
- Consider all options after graduation
- Research career options, and decide which ones are most appealing
- Conduct information interviews in these career fields
- Continue building practical experience through employment, volunteer work, internships, etc.
- Seek leadership positions in school organizations to develop organizational, public speaking, writing, and other relevant skills
- Identify and research companies of interest. Determine those companies attending regional career fairs and establish contact with representatives
- Begin networking—make contacts and keep a journal on all employment possibilities
- If considering graduate school, identify possible schools and find admissions information
- Participate in experiential learning opportunities
  
  Develop an effective resume and have it critiqued by a career counselor.

SENIOR YEAR

Job Search/Transition to Work Activities
- Develop your resume, register, and maintain an active file with Career Services
- Actively participate in resume referral service
- Attend regional Career/Job Fairs
- Visit the Career Center containing job listings, employer and graduate school information, and company literature
- Identify companies; research these companies and network to establish contacts
- Attend information sessions or see a counselor about job search strategies, interviewing skills, preparing a cover letter, etc.
- Plan an design your own effective job search strategy
- Participate in mock-interviewing process
- Network, network, network!
- Join a professional association (become actively involved)
- Continue developing related work, leadership, and other skills necessary for your career objectives