Career Success Roadmap

A four-year checklist

If you follow these suggested steps, you’ll be well on your way to understanding your unique career journey! Visit us for drop-in advising, or schedule a career advising appointment for help with any career concern during the next four years. Learn about this and our other services at cdc.indiana.edu.

Freshman Year
- Explore the Career Development 9 Step Process under the “Get Started” section of cdc.indiana.edu
- Enroll in ASCS Q294: College to Career I: Explore Your Options
- Complete your myJobs account, our job posting and event database via our website
- Attend the career and internship fairs in fall and early spring—view participating employers on myJobs
- Get a part-time job for the school year—attend the fall, winter, or summer Part-Time Jobs Fair
- Review the “Learn About Yourself” section on our website and explore your interests, values, personality and skills—or meet with an advisor to take an assessment
- Use our online Career Guides to develop a list of majors and careers to consider; research those careers via O*Net Online
- Find a job or volunteer position for the summer—review listings on myJobs

Check Out Other Campus Resources:
- Work with your academic advisor to develop an initial academic plan
- Visit the Office of Student Life and Learning to learn more about involvement
- Consider studying abroad—learn about opportunities with IU Overseas Study

Sophomore Year
- Enroll in ASCS Q294: College to Career I: Explore Your Options (if you haven’t already)
- Enroll in ASCS Q299: College to Career III: Marketing Yourself for the Job and Internship Search (open to all majors)
- Continue learning new skills through a part-time job or involvement in a student organization
- Conduct job shadows or informational interviews with professionals in fields of interest
- Build your professional network by creating professional relationships with professors and other campus individuals
- Begin planning for an internship
- Attend the career and internship fairs in fall and early spring
- Take leadership roles in your student organizations and volunteer experiences
- Refine your list of possible majors and careers

Check Out Other Campus Resources:
- Review your academic plan with your academic advisor to make sure you’re on track
- If you are interested in health, medicine, or law as a career path, meet with an advisor in the Health Professions and Prelaw Information Center (HPPLC)
- Consider studying abroad with IU Overseas Study (if you haven’t already)
Junior Year

- Go to myJobs to start your internship and job search process
- Participate in on-campus employer interviews listed on myJobs
- Enroll in ASCS Q299: College to Career III: Marketing Yourself for the Job and Internship Search if you haven’t already (open to all majors)
- Write your resume and come to the Career Development Center for a critique
- Attend the career and internship fairs in the fall and early spring to meet employers and practice your job search skills
- Research jobs that interest you through the CDC Resource Library
- Build your professional network by continuing to shadow professionals and conduct informational interviews

Check Out Other Campus Resources:
- If you are interested in health, medicine, or law as a career path, meet with an advisor in the Health Professions and Prelaw Information Center (HPPLC)
- Take the GRE, MCAT, GMAT, LSAT, and any other admissions tests required for the graduate school path you choose
- Meet with your academic advisor to ensure you’re on track for graduation

Senior Year

- Enroll in ASCS Q299: College to Career III: Marketing Yourself for the Job and Internship Search if you haven’t already (open to all majors)
- Utilize myJobs to continue your job search
- Contact professors, employers, and advisors to ask them to serve as references
- Market skills and experiences with your resume and cover letter; review it with a career advisor
- Discuss and develop your job search or graduate school plan with a career advisor
- Attend career fairs to support your job search process
- Get your professional wardrobe started with the most important piece: the interview suit
- Apply for graduate or professional school if that is part of your plan
- Review your offers of employment or graduate school admission, and make informed choices
- Visit our office as often as you would like throughout your undergraduate career!