

CAREER PLANNING TIMETABLE

Every student should be working on a career plan during college. Although some people may have a clearer idea of their plans following graduation, the best way to prepare is to begin during your freshman year. Although graduation seems far off, the time you put in to your career planning during each year of college will result in you being far more prepared to know what you want to do and with more confidence to go out and get it!

Freshman Year – Self-Assessment

- Consider that college is preparation for the rest of your life.
- Make a tentative selection of a major field of study. Meet with your faculty advisor to discuss your choice.
- Participate in campus and community activities to further your personal development.
- Start to consider various career possibilities.
- Think about incorporating a co-op experience into your academic plans as a way to gain practical experience and learn about industry, using the career fairs and job postings to facilitate your plan.
- Meet with a CDO staff member to explore career and/or co-op search options and possibilities on a preliminary level.
- View Resume Writing video.
- Draft a resume, highlighting your education and any related experience to your field.
- Meet and get to know your faculty, administrators and counselors who can serve as resources for your personal and professional development while in college.
- Attend various on-campus networking and informational events.
- Obtain a summer internship, research position (UROP, FROP, speak with departments about lab opportunities) or volunteer position to enhance your skills and confidence.

Sophomore Year – Exploration

- Continue meeting with faculty advisor each semester.
- Utilize the CDO website at www.bu.edu/eng/careers to research fields of interest.
- Develop associations with faculty, administrators and counselors.
- Continue involvement in campus and community activities.
- Review job descriptions posted on company's websites to begin to understand the academic and experience requirements for certain positions and fields.
- Explore Co-op as a means to gain practical and hands-on experience in your preferred field.
- Meet with a CDO staff member to continue discussions about the job search process.
- Join student professional associations (IEEE, AIAA, Society of Women Engineers, etc.).
- Update your resume with course projects, new computer skills, leadership roles, activities and affiliations, summer positions and/or co-op positions, etc.
- Talk with parents, friends and professors about potential career interests.
- Attend various on-campus networking and informational events.
- Obtain a summer internship or research position (REU, National Institutes of Health (NIH) or National Science Foundation (NSF)) related to your potential occupation.

Junior Year – Test Career Options

- Continue meeting with your faculty advisor each semester. Check your progress towards degree.
- Research specialized areas of possible employment in your chosen field.
- Research various work environments and job responsibilities.
- Research corporations, businesses and organizations through trade journals, company websites and informational networking.
- Explore graduate school as an option.
- Meet with a CDO staff member to finalize career search plans.
- Think about your skills, interests and values and the kinds of jobs that will best incorporate these.
- View Interviewing video to sharpen skills.
- Update your resume, have it critiqued by a CDO staff member and register for an eRecruiting account (can be obtained earlier for use in a co-op/internship job search).
- View career fair videos and attend workshops.
- Attend Career Fairs to initiate employer contact, familiarizing yourself with process of "working" a career fair.
- Purchase interviewing attire. You must look professional.
- Participate in on-campus recruiting and company-hosted information sessions, offered through eRecruiting.
- Utilize the MLK Office of Career Services (19 Deerfield Street) and all their resources.
- Participate in the Co-op program to gain experience and to explore your field.
- Continue your relationships with faculty, administrators and counselors.
- Begin to think about combining your work interests with your senior design projects.
- Assume leadership roles in campus and community activities.
- Think about joining national professional associations and attending local conferences.
- Attend various on-campus networking and informational events.
- Obtain a summer internship related to your career goals.

Senior Year – Job Search

- Continue meeting with your faculty advisor.
- Begin your job search strategy or graduate school selection process.
- Update your resume to include your summer job and senior project work you have begun.
- Attend Fall and Spring Career Fairs having researched the companies beforehand, making contact with employers.
- Attend various on-campus networking and informational events.
- Network with family, friends, etc. Send resumes and cover letters to people that could assist in helping you secure interviews.
- Select and contact faculty, administrators and former employers you want to use as references before fall on-campus recruiting begins.
- Meet with a CDO staff member regularly to discuss your career search process.
- Talk with alumni about their first years on the job and how they adjusted to life after college.
- Research target companies/organizations.
- Participate in on-campus recruiting and company-hosted Information Sessions, offered through eRecruiting.
- Interview with prospective employers found through networking, career fairs, eRecruiting job postings, online resume submission, etc.
- Evaluate job offers in respect to your most valued interests, skills, strengths and life goals.