UMM ACADEMIC AND CAREER PLANNING TIMELINE

EXPLORE
Self-Assessment

MAKE DECISION
Choose a Major/Career

GAIN EXPERIENCE
Gain Career-Related Skills

FIRST YEAR
- Identify life interests, work values, & skills
- Research careers of interest that match personality
- Complete Interests & Skills Assessments on www.iseek.org
- Create personal career action plan
- Become a volunteer on campus & in community
- Join campus clubs & organizations
- Use class to explore possible areas of interest
- Talk to faculty and academic advisor
- Attend “Undecided Major” programming if undecided
- Attend Job/Career Fairs to check out fields
- Seek Summer Jobs/Internships in field of interest
- Attend UMM Summer Camp/Job Fair
- Attend career planning/job search/decision making workshops
- Register on GoldPASS, a UM career management tool

SOPHOMORE
- Use Grad Planner & Engagement Planner
- Finish First Year Steps
- Select your major by end of year
- Build mentor relationships with faculty, students, and staff
- Volunteer on campus and in community
- Talk to faculty and academic advisor
- Attend all Career Fairs
- Consult Career Counselor about Career Center resources & plans
- Surf the Internet for career info.
- Seek Internships/Summer Jobs in field of interest
- Participate in on-campus career programming
- Update GoldPASS registration
- Continue involvement in campus clubs/organizations
- Network with employers through alumni & employer panels, career fairs, etc.

JUNIOR
- Finish All Freshman & Sophomore Year Steps
- Develop a network of contacts and conduct informational interviews
- Join a related professional association
- Assume leadership positions in clubs/organizations
- Attend all career related workshops
- Prepare your resume & inventory of interests and qualifications
- Continue to seek/participate in career building experiences
- Update GoldPASS registration

If you are thinking about Grad./Prof. School:
- Talk to faculty

If you plan on finding a job:
- Complete graduation requirements
- Buy professional attire
- Talk to potential “references”
- Attend job search strategies and other related workshops
- Focus career interests realistically
- Have resume critiqued
- Critique mock interviews
- Attend all on/off-campus Career Fairs
- Interview with employers
- Consult with Career Center
- Update GoldPASS registration

PLAN BEYOND GRADUATION
Get Ready for Job Search/Grad. School

- Research programs of interest
- Attend Grad./Prof. School Career Day
- Take entrance exams in spring or summer of Junior year
- Use Internet resources

SENIOR

Consider for your Junior Year:
- Internships

If you are thinking about Grad./Prof. School:
- Talk to faculty
If you plan on Grad./Prof. School:

- Finalize career/school research
- Take entrance exams
- Write for application materials
- Identify deadlines
- Write application essay
- Obtain letters of recommendation
- Apply for financial aid
- Send in completed applications
- Visit or phone interview students & faculty