

FOUR YEAR CAREER CHECKLIST

This checklist is a guide of things you can complete throughout your time at WIU to help prepare you to transition into the workforce after you graduate. Choose which activities you think will be beneficial to you and check them off as you complete them! Remember to visit the WIU Career Development Office in 014 Memorial Hall 298-1838 t wiu.edu/careers

FIRST YEAR: EXPLORATION

- K Create your Handshake profile!!
- K Go to the WIU Career Development website and on the left

identified from the first link. The OOH will provide you with the details necessary for obtaining the careers/jobs that you may have interested you.

- K Go back and use the [link](#) to further your exploration of potential careers/jobs.
- K Meet with a CD staff member to discuss your career interests, to start building a resume, developing a professional persona ([linked in](#)) and building your [Handshake](#) profile.
- K Go to class, join a student organization, participate in your residence hall activities, and think about getting a

SECOND YEAR: DISCOVERY

- K Meet with a CD staff member to solidify your career plans, update your resume, and update your professional persona by updating your Handshake profile.
- K Upload your resume to Handshake. (search for internships in this site)
- K Discover what Big Interview is all about and how it can help prepare you for your interviews.
- K Apply for parttime jobs on and off campus, these help to build transferable skills.
- K Conduct informational interviews with professionals in your chosen career field and consider following a professional person at their place of business. (Network, Network, Network)
- K Attend WIU Career Fairs to gain awareness on employer/company hiring and possible internships.
- K Continue to be involved on campus. (run for a leadership position in your organization, create an event, etc.)

THIRD YEAR: DEVELOPMENT

- K Develop a plan to obtain and complete an internship or career related position over the summer.
- K Meet with a CD staff member to update your resume, professional persona, and work on writing cover letters.
- K Apply for parttime positions on and off campus.
- K Complete mock interviews with CD staff and using Big Interview.
- K Take the UNIV 390 Career Prep course.
- K Conduct informational interviews with WIU Alumni and Faculty that are in your chosen career field. (Network)
- K Attend on-campus and/or virtual Career Fairs.
- K Ensure your Handshake profile is up to date with a professional headshot, up to date and edited resume.

FOURTH YEAR: PREPARATION

- K Research potential employers through Handshake, Glassdoor.com, Indeed.com.
- K If attending Graduate School have all the necessary applications material completed.
- K If going to work start your job search 6 to 9 months prior to graduation.
- K Network through your [Linked In](#) and [Handshake](#) accounts and in person.

