# Four-Year Career Plan

Create your strategy for gaining experience and becoming “internship ready.” Regularly visit a Career Development Specialist throughout your time at Rutgers. For more information access our guides online at [careers.rutgers.edu/advise](http://careers.rutgers.edu/advise).

## First Year
**Explore Majors and Careers**
- Meet with a Career Development Specialist
- Take the Focus 2 career assessment
- Attend the major and minor fairs

**Focus on Academics**
- Set up a study schedule
- Attend all classes; don’t sit in the back
- Utilize tutoring services

**Get Involved**
- Attend involvement fairs
- Find a group of friends
- Join at least one student organization

**Recommended events**
- Choosing a Major and Career
- Breaking Into………..Series
- Career Exploration and Networking Series

**Recommended Online Tools**
- Focus 2
- Activate your CareerKnight account

## Sophomore
**Select Your Major(s) & Career Cluster**
- Declare your major
- Select a career cluster in CareerKnight
- Develop relationships with faculty & administrators

**Take an Active or Leadership Role**
- Become more involved by serving on a committee or obtaining a leadership role

**Prep for the Internship Search**
- Create a resume and get it critiqued
- Identify internships of interest
- Prepare for interviewing

**Recommended events**
- Fall Undergraduate Career Conference
- Field Trips

**Recommended Online Tools**
- Candid Career
- Vault

## Junior
**Explore Specific Careers & Graduate Programs**
- Narrow your career focus
- Explore graduate school & talk to faculty
- Identify graduate school & internship search resources

**Find an Internship**
- Apply to internships
- Consider earning credit for your internship
- Stand out at your internship

**Network**
- Attend networking events
- Utilize the Student-Alumni Career Connections database
- Create a professional LinkedIn profile

**Recommended events**
- Interviewing Skills 101
- Graduate School Fair

**Recommended Online Tools**
- CareerKnight Postings
- CareerShift

## Senior
**Apply for Jobs and/or Graduate Programs**
- Fine tune your plans for after graduation
- Stay organized and adhere to deadlines

**Maintain Networking Contacts**
- Stay connected to faculty and peers after you leave

**Prepare for the Transition from College to Career**
- Make a positive impact at your first job out of college
- Adapt to a new environment

**Recommended Events & Workshops**
- 60 Minute Job Search Boot Camp
- Graduate School Planning

**Recommended Online Tools**
- Mock Interview
- Student-Alumni Career Connections database

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*ALL TOOLS ACCESSIBLE VIA CAREERKNIGHT*