



Guide to Transitioning from College to Career

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Division of Undergraduate Academic Affairs,
Rutgers, The State University of New Jersey

RUTGERS
University Career Services



What to Expect:

Structured schedule

The college campus allows students ample flexibility in planning their schedules regarding classes, meal times, exercise, and close proximity to most places and friends. In the real world, your schedule is likely to become somewhat fixed and it will be more difficult to choose a different schedule each day, let alone every few months.

More responsibility

You're soon to be a college graduate! This degree represents your ability to successfully navigate the world and now that you have it, others will trust and expect more from you.

You and your friends are at different stages

Not everyone is going to have a job lined up after graduation. Don't be discouraged if you're not sure of your next step. It generally takes 3 to 9 months for the average college graduate to secure employment.

Adapting to a new living arrangement

Whether you're moving out or moving back home, your lifestyle is going to change, so take time to adapt. Find an outlet for stress, such as exercising or joining a group of interest.

How to prepare:

- Build your professional wardrobe (Buy a suit!)
- Create a budget and calculate living expenses
- File important documents such as reference letters and transcripts
- Stay connected with friends and professional contacts

Making the best impact:

- Never be late
- Get to know your co-workers/colleagues
- Be interactive (don't eat lunch alone)
- Inform others of your strengths and how you can be of assistance
- Communicate your progress to your supervisor

What to do when you have nothing to do:

- Take action

The worst thing you can do is nothing. Get involved in something, anything. Try volunteering, part-time work, traveling, creating or maintaining contacts, teaching yourself something you've always wanted to learn, and utilizing resources.

- Get organized and create a job search strategy
 - Clean up your online presence and embrace it on professional sites like LinkedIn
 - Update your email address and voicemail greeting
 - Add a professional signature line to your emails including the following:

First Name Last Name
Street Address
City, State, Zip Code
Email Address
Phone



University Career Services for alumni:

Be confident in your Rutgers degree! We are so proud of you and would love to keep in touch. Be sure to take our graduation survey, report your next steps, and give back what you can when you can. As alumni you will always have access to our online resources, career & internship fairs, and workshops/events. There are fees for individual career counseling appointments. For more information visit careers.rutgers.edu/alumni.



CareerKnight

Your Key to Career Success

CareerKnight is your online career management system, developed specifically for Rutgers students and alumni. Through CareerKnight you can navigate every step of your career development plan with an abundance of resources:

- Schedule career advising appointments
- Register for upcoming workshops and events
- Develop resumes and cover letters
- View and apply for internship and job listings
- Participate in the On-Campus Interviewing Program
- Practice interviewing through "Mock Interviews"
- Learn about the latest career and internship fairs

careers.rutgers.edu/CareerKnight

Offices

**College Avenue Campus:
Gateway Transit Village**
106 Somerset Street, 4th FL
New Brunswick, NJ 08901
848-932-7997
732-247-0858 (Fax)

**Busch Campus:
Busch Student Center**
604 Bartholomew Road
Piscataway, NJ 08854
848-445-6127
732-445-6150 (Fax)



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