Career preparation tips for first-year students

- Concentrate on adjusting to college. Make friends, learn how to navigate campus, how to get things done, and time management skills to balance school, work and downtime.
- Take ASU 101 and FSE 100 (or FSE 394) in your first semester at ASU, so that you maximize your ASU experience by learning about all of the resources available to you.
- Develop good study skills and do well in your coursework. A strong GPA creates the foundation for more advanced coursework and signals future employers that you know how to study and manage your time.
- Explore student clubs and organizations and participate. These groups provide exposure to careers in your major and opportunities to develop your leadership skills.
- Read information sent to you. Emails and newsletters contain important announcements, academic information, and career opportunities. Set up a “Career” email folder. Put events and important dates on your calendar as you see them.
- Start your career journey. Prepare for and attend Career Exploration Night and panels.
- Meet with a peer career coach to learn about career resources.
- If you are a transfer student, accelerate your career preparation:
  » Meet with a peer career coach to learn about career tools
  » Prepare your résumé, LinkedIn profile and Handshake profile
  » Be ready to apply for and interview for positions before the Fall Career Fair
  » Attend the Fall Career Fair

- Continue building a solid academic foundation and gaining confidence in your major.
- Use the Ira A. Fulton Schools of Engineering Career Center website to learn about career preparation.
- Attend the First Year Career series. Learn how to create a professional résumé, apply and interview.
- Pay attention to information sent to you regarding career preparation and job opportunities.
- Engage with companies at information sessions, talks at student organization meetings, company-sponsored competitions, and other events, to increase your awareness of careers and to practice professional networking.
- Meet with a peer career coach to polish your first technical résumé and research career options for your major.
- Attend the Spring Career Fair.
- Make a summer plan to add to your skills and give you a direct experience in an industry or other career-related experience.
- Apply for campus organization leadership roles for next year.
# Career preparation checklist at a glance

## First year (including transfer student)

**Set up for success**

- Focus on academic excellence
- Participate in a student club or professional organization related to your major
- Learn about career opportunities: read Inner Circle every week and connect with the Ira A. Fulton Schools of Engineering Career Center on Facebook
- Visit the Ira A. Fulton Schools of Engineering Career Center at career.engineering.asu.edu to learn about workshops, events, services and resources available to students
- Schedule an appointment with a peer career coach to get assistance with:
  - Tools to clarify your interests, skills, personal and work values and lifestyle factors
  - Research careers related to your major
- Attend Ira A. Fulton Schools of Engineering Career Center events, such as:
  - Career Exploration Night and panels
  - First Year Career Series
  - Résumé Workshop
  - Company information sessions
  - Spring Career Fair
- Create your career information: résumé and LinkedIn profile
- Use Handshake: Complete your student profile and watch for information about career events to attend, such as company information sessions and career fairs
- Apply for campus leadership roles

**Outcomes**

- Gain confidence in your major
- Begin to think of yourself as a future professional
- Create your résumé
- Create your LinkedIn profile
- Attend career events, including career fairs
- Take an active role in a campus organization

## Sophomore

**Get involved**

- Focus on academic excellence
- Actively participate/take on a leadership role in a student club or professional organization related to your major
- Build your résumé: demonstrate job skills through employment, class projects and/or community activities
- Learn how to network using LinkedIn, professional events and informational interviews to develop a professional network
- Attend company information sessions to refine your knowledge of professions and industries
- Participate in professional events, such as organizations, competitions and other events to provide exposure to careers
- Attend Career Fair preparation sessions
- Learn interviewing skills
- Schedule an appointment with a peer career coach to get assistance with:
  - Updating your résumé
  - Practice interviewing
- Use Handshake: apply for internships
- Update your career information: Handshake profile, résumé and LinkedIn profile
- Research companies and attend the Fall and Spring Career Fairs

**Outcomes**

- Identify career path
- Engage with professionals at organizations, competitions and company events
- Update career information: profiles and résumé
- Secure a career-related experience
- Continue building your reputation and network of professionals

## Junior

**In the fall, apply for internships**

- Update your résumé before Fall Career Fair and again before Spring Career Fair
- Research target organizations for intern positions and apply on-line before Fall Career Fair
- Learn how to use multiple strategies for job search
- Continue to attend company information sessions
- Attend Fall (Sep/Oct) and Spring (Feb/Mar) Career Fairs
- Make the decisions about applying for graduate school: 4+1 program, applications, preparation for GRE, MCAT, LSAT
- Schedule an appointment with a peer career coach to get assistance with:
  - Updating your résumé
  - Applying for internship and co-op positions
  - Practicing interviews
- Continue building your reputation and network of professionals

**Outcomes**

- Update career information: profiles and customized résumés
- Use job search strategies, including networking
- Apply for internship and co-op positions
- Create a plan for graduate or professional school
- Secure summer internship or career related part-time employment

## Senior

**At least two semesters before graduation**

- Review this sheet to ensure you’ve covered the basics
- Start applying to jobs no later than Spring for Fall graduates; no later than Fall for Spring graduates
- Update your profiles and customize résumés before Career Fairs
- Research target organizations for full-time positions and apply online before Fall and Spring Career Fair
- Engage genuinely with your network and assist others in your network too
- Take the Fundamental of Engineering exam, if applicable
- Make your decision regarding graduate school

**Outcomes**

- Secure professional employment, graduate school admission or military assignment