



# A FOUR-YEAR PLANNING GUIDE

## FIRST YEAR

### ADJUSTING TO COLLEGE... INCREASING ACADEMIC AND CAREER AWARENESS

Meet with your career coach to learn about CPDC services and resources, begin exploring or confirming your choice of major and start your professional resume.

Consider applying for a work-study job on campus. Positions are posted in Talent Track.

Register with Handshake, the CPDC's job listing database. Review the events section and attend relevant workshops and networking events. Explore part-time and summer positions.

On the Career and Professional Development Center (CPDC) website, review career resource guides for majors and tip sheets on a variety of career-related topics.

Use Vault, a comprehensive career development resource, to explore information about career options and professions.

Meet with and get to know your academic advisor, collegiate support coordinator and faculty members.

Consider enrolling in *FYSP1010: Career Exploration and Decision-Making*. This course is targeted toward first year students who are exploring career options and clarifying goals.

Discover campus organizations through the Office of Student Life.  
Nicholson Center - 2nd Floor | 412-397-6489

Learn how the Center for Student Success can assist you with tutoring and academic issues.  
Nicholson Center - 1st Floor | 412-397-6862

Visit the Counseling Center for help with personal adjustment concerns, academic stress and family issues.  
Patrick Henry - Lower Level | 412-397-5900

Contact the Office of Engaged Learning and Community Involvement to participate in community service.  
Nicholson Center - 2nd Floor | 412-397-5956

Explore study abroad options through the Center for Global Engagement.  
Colonial Village - Middle House | 412-397-4243

## SOPHOMORE YEAR

### MAKING AND CONFIRMING DECISIONS... EXPLORING OPTIONS

Make or confirm your choice of major. Begin exploring a double major or minor if interested.

Update your Handshake profile, upload/edit your resume and explore internships.

Use the Career and Professional Development Center (CPDC) website, Handshake, Vault and other internet links to explore careers, learn about employers and develop an understanding about the world of work.

Discover the value of informational interviews and begin speaking with professionals in your field(s) of interest. Join the Robert Morris University Career Network on LinkedIn.com. Search the RMU Career Network, LinkedIn.com and other professional networking sites for an alumni mentor.

Join and participate in clubs, organizations and sports/intramurals that interest you. Use Revolution to identify student professional organizations related to your major.

Refer to the events section of Handshake. Attend career-related workshops to develop your job search skills.

Consider on-campus, part-time, temporary or seasonal positions and community service activities that relate to your major to help you develop skills and gain experience. The CPDC can help you research and identify opportunities.

Learn how to research employers through ReferenceUSA, a database available through the RMU eLibrary.

Attend CPDC career fairs and networking events to learn about careers, explore internship opportunities and network with employers.

Obtain information about RMU's Academic Internship Program from the CPDC and your academic department.

## JUNIOR YEAR

### CLARIFYING CAREER GOALS AND TESTING OPTIONS

Revise your resume to include relevant and selective information to share with a prospective employer.

Update your Handshake profile and resume.

On the Career and Professional Development Center (CPDC) website, review the career resource guide for your major to discover valuable career-related information and professional associations in your field of interest.

Continue informational interviews with professionals in your field to learn about careers, seek advice and lay the groundwork for an internship experience. Network with people to learn about career options and how to access the job market.

Participate in a practice interview with your career coach and/or an employer volunteer. Opportunities for practice interviews with employers are posted in Handshake.

Consider internships, temporary employment and volunteer positions to increase your skill base, develop an employment history and gain relevant experience. Obtain information about the Academic Internship Program and search Handshake and Vault to explore opportunities and apply for positions.

Attend CPDC career fairs and networking events to meet with employers regarding internship opportunities.

Explore the possibility of attending graduate or professional school. If interested, attend a graduate school information session to begin researching schools, admission tests and financial aid information. Refer to the Graduate School Planning Tip Sheet.

Consider enrolling in *FYSP1011: Transitioning from College to Career*. This course is targeted toward students who are preparing for the job search and life after college.

## SENIOR YEAR

### SEEKING PROFESSIONAL EMPLOYMENT OR GRADUATE SCHOOL ACCEPTANCE

Attend a Jump-Start Your Job Search seminar to learn how to conduct a successful job search for full-time professional positions.

Update your Handshake resume and profile and submit resumes for on-campus interviews and full-time job postings.

Use Vault, linked to the CPDC website, to review company profiles and rankings and to apply for full-time positions.

Attend workshops and programs to obtain assistance on resume writing, interviewing and job search strategies. Meet with your career coach if you need assistance in clarifying your goals or job objectives.

Participate in a practice interview.

Design an action plan and a timeline for your post-graduation plans.

Continue networking through the Robert Morris University Career Network, LinkedIn.com, professional organizations and with friends, parents, faculty and alumni to identify possible employment leads.

Attend CPDC career fairs, networking events and employer information sessions posted in Handshake to meet with employers and learn about job opportunities.

Contact employers using the on-campus recruiting program, job fairs, LinkedIn.com, professional associations and library resources. Research employers through ReferenceUSA, available through the RMU eLibrary.

For graduate and professional school, remember to take the necessary entrance examinations, write admission essays, complete applications, and request faculty members and employers to serve as references.

