

## **Career Planning Timeline**

This is a hypothetical timetable that the staff at the CRC suggests you refer to during your four years at SUNY New Paltz. The timeline will support your effort to stay on track and may help you measure how well you are doing so far. Additionally, it may give you ideas for the next step in your own career development process.

### **Freshman Year**

- ~ Explore possible academic majors by taking a wide range of courses related to the general education requirements.
- ~ Establish relationships with faculty members, career counselors, advisors and administrators.
- ~ Identify any problems you have in your courses and seek help early.
- ~ Get involved in college and community activities or organizations.
- ~ Seek a summer job that will help you learn more about an occupation that interests you.
- ~ Start a Co-Curricular Transcript.

### **Sophomore Year**

- ~ Identify your interests, strengths, skills, abilities and values.
- ~ Narrow down your choices for a major and/or minor(s).
- ~ Prepare or update a resume.
- ~ Make plans to get some hands-on experience through an internship or a fieldwork experience.
- ~ Develop some short- and long-term educational goals.
- ~ Choose a major and become familiar with its requirements.

### **Junior Year**

- ~ Have a credit check done to assess what other requirements you must fulfill in order to graduate.
- ~ Investigate occupations that interest you by talking with, or reading about, people employed in those fields.
- ~ Prepare or update a resume.
- ~ Seek a summer position or internship that will give you direct experience in a field you wish to pursue after graduation.
- ~ Consider taking tests (GRE, LSAT, GMAT, MAT) if you plan to apply to graduate schools in the next few years.

### **Senior Year**

- ~ Establish a credentials file and distribute your recommendation forms.
- ~ Explore and apply to graduate programs if you would like to begin graduate school soon after receiving your degree.
- ~ Prepare or update a resume and hone your job search strategies.
- ~ Do a mock interview.
- ~ Be sure you have fulfilled all requirements and procedures for graduation.
- ~ Develop a network of potential employers.