

# Recommended Smeal Career Checklist

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 @smealcareer

 Smeal Business Career Center

 [careerconnections.smeal.psu.edu](http://careerconnections.smeal.psu.edu)

## FRESHMAN CHECKLIST

- Schedule an appointment with the Business Career Center (BCC) through Nittany Lion Careers, Penn State's online job and internship posting site
- Schedule appointment with your academic adviser to remain on track with the recommended academic plan
- Create a Resume & LinkedIn profile
- Attend the Mock Career Fair & attend/volunteer at a career fair
- Apply for corporate leadership programs, externship programs, and job shadow experiences in Nittany Lion Careers
- Set up a professional voicemail on your phone
- Utilize your Smeal Student Mentor
- Apply for a Smeal Alumni Mentor
- Review the [careerconnections.smeal.psu.edu](http://careerconnections.smeal.psu.edu) website for resources, events & news
- Follow BCC on Facebook & Instagram for events & news
- Explore potential study abroad programs

## SOPHOMORE CHECKLIST

- Update your resume/LinkedIn by making an appointment with BCC & review resources on the website
- Enroll in BA 297 - Career Planning & Strategies
- Become involved in a student org & pursue leadership roles
- Connect with recruiters at informational & networking events
- Attend recruiting-focused & career fair prep professional development events
- Research companies you would enjoy working for
- Apply for corporate leadership programs, externship programs, and job shadow experiences in Nittany Lion Careers
- Network with recruiters at career fairs
- Schedule a mock interview with the BCC
- Compete in a case competition
- Apply for internships through Nittany Lion Careers
- Complete the online acceptance & Report Your Internship forms if you accepted an internship/co-op



## JUNIOR CHECKLIST

- Prepare for career fairs & interviews by scheduling an appointment with BCC
  - Apply for internships through Nittany Lion Careers
  - Pursue a leadership position in your student organization
  - Network with Smeal alumni & recruiters at company information sessions & Smeal events
  - Update your resume/LinkedIn to showcase your skills & experiences
  - Attend recruiting-focused & career fair prep professional development events
  - Network with recruiters at career fairs
  - If studying abroad, try to secure an internship before leaving
  - Understand the recruiting timeline for your respective major
  - Complete the online acceptance form & report your internship once you accept an internship/co-op
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## SENIOR CHECKLIST

- Pursue a leadership position in your student organization
  - Update your resume/Linked to showcase your skills & experiences
  - Utilize Nittany Lion Careers for your job search
  - Network with employers at career fairs
  - Schedule a mock interview to refresh your skills
  - Browse the BCC “Events” webpage to plan for career fairs, information sessions & other events with companies
  - Meet with your academic adviser to complete your degree audit
  - Complete the senior exit survey
  - Schedule an appointment with BCC to discuss full-time offers
  - Join the Penn State University Alumni Association & connect with Smeal’s Alumni Career Services Office
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## SCHEDULE AN APPOINTMENT WITH THE BUSINESS CAREER CENTER!

Make sure you’re staying on track by making an appointment with a BCC career coach. Career coaches can offer resume and cover letter reviews, mock interviews, and general career coaching advice.

To schedule an appointment, visit [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu).