

# The Center for Career Services and Cooperative Education

## Student Self Development/Career Development Plan

### Freshman Year (College Awareness)

- Consider college as preparation for life.
- Become familiar with campus offices and services.
- Learn the academic system. Read the [Catalog of Courses](#).
- Participate in [clubs and other activities](#) to learn more about your interests. Consider volunteering in the community.
- Get to know faculty, counselors, and academic advisors.
- Browse [Career Directions](#), our on-line job listing system for on and off campus jobs.
- Attend the Fall and Spring [Career Fairs](#)

### Sophomore Year (Self-Assessment and Exploration)

- Take survey courses in subjects you are considering as possible majors.
- Assess your values, skills, interests, and personality. Use [Focus2](#) from the [Center's web site](#) to begin self-assessment.
- See a [career counselor](#) for individual help in choosing a major and planning a career direction.
- Learn about [internships and co-ops](#).
- Visit the Center's library to read about careers you are considering.
- Learn to use the Internet to explore careers.
- Join a listserv.
- Continue to develop relationships with faculty and counselors.
- Consider a semester [studying abroad](#).

### Junior Year (Continued Exploration of Possible Careers)

- Meet with your academic advisor to be sure that you are taking the right classes.
- Take classes in your major.
- Participate in campus activities that relate to careers you are considering.
- Become a student member of a professional organization related to your intended career.

- Consider enrolling in a class that has some form of experiential component such as a [co-op](#), externship, or field experience, etc.
- Start gaining related part-time and summer work experience.
- Visit [Career Directions](#) to see available part-time jobs, summer jobs and internships.
- Read professional journals in career areas of interest.
- Set up information interviews with people working in your field of interest.
- Attend the [graduate school workshop](#) offered by the Center.
- Learn graduate school admission deadlines.
- Take appropriate graduate school admissions tests.
- Listen to our [online workshops](#) on resume writing, interviewing, networking and more.

### Senior Year (Job Search)

- If you are confused about your career direction, see a career counselor.
- Complete courses in your major.
- Continue reading about the career you have selected.
- Get career related experience through a part-time job, co-op, internship or volunteer experience.
- Practice interviewing with [Interview Prep](#), available from our web site.
- Write your resume and have it critiqued in the Center. Use [Optimal Resume](#) to format your resume -- available from our web site.
- Put your resume on-line. Identify niche sites specific to your industry.
- Be sure to schedule information interviews.
- Send out applications for graduate school.
- Identify faculty and employers who will act as references in your job hunt or your grad school application.

Come to the Center (Morehead Hall 337) if you need help with any of these suggestions.

Visit our homepage at [www.montclair.edu/careerservices](http://www.montclair.edu/careerservices).