The Center for Career Services
Montclair State University

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 online job listing system for on- and off-campus jobs.
☐ Attend the Center’s annual career events, including 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 Focus-2 to begin self-assessment.
☐ Meet with a career counselor for individual help in choosing a major and planning a career direction.
☐ Learn about internships and co-ops.
☐ Use the Center’s website to guide your career exploration.
☐ 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.
☐ Complete your first co-op or internship.
☐ Read professional articles and journals in career areas of interest.
☐ Set up information interviews with people working in your field of interest.
☐ Learn graduate school admission deadlines and take the appropriate graduate school admissions tests.
☐ Attend career-related workshops and events.

Senior Year
(Job Search)
☐ If you are confused about your career direction, see your 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, offered through Optimal Resume.
☐ Write your resume and have it critiqued in the Center. Use Optimal Resume to format your resume.
☐ Put your resume online. Identify niche sites specific to your industry of interest.
☐ 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 in College Hall, Room 347 if you need help with any of these suggestions.
Visit our homepage at http://www.montclair.edu/career-services