

FIRST YEAR

Career Mile Markers

Meet your career coach

Enroll in a career course

Create Handshake account

Update your ScholarTrack account with your IU email address

Get a part-time job

Learn about yourself

Complete self-assessments

Draft a resume

Attend career events

Now is the time to experience college life. That means focusing on academics and exploring majors and career interests.

Career Mile Markers

- __ Meet your career coach at the Career Development Center or your school's career services office on Sunday, August 23—check the FYE App for your scheduled meeting!
- **Enroll in a career course** to explore your options—talk with your academic advisor about enrollment:
 - EDUC X-152, Mapping Your Future
 - · ASCS-Q294, College to Career I
 - MUS-U250, Music Career Development
 - SPEA-H267, Career Development and Planning
 - INFO-Y100, Explore Informatics and Computer Science
 - BUS-T175, Compass I
 - SPH-K199, Careers in Helping Professions
- **Create your Handshake account** and search for part-time jobs, internships, and career-related events on campus. *app.joinhandshake.com*
 - Go to cdc.indiana.edu/ and click on the "Student Login" button in the top right corner
 - Once you complete the profile, select the Jobs tab on the left
- **__ Get a part-time job** during the school year. Search the IU websites below to learn more about student employment.
 - Student employment: studentemployment.cdc.indiana.edu
 - Dining services jobs: dining.indiana.edu/employment
 - IU jobs: *jobs.iu.edu* (Search the Bloomington campus, under Salary Plan-Grade, check the box next to HS)
- Learn about yourself: Review the "Learn About Yourself" section on the Career Development Center website in the Career Coaching tab to explore your interests, values, personality, and skills. Plus, meet with a coach to complete a selfassessment.
- __ **Draft a resume** no later than the spring semester and meet with your career coach to fine-tune it:
 - Each school's Career Services office has resources listed on its website
 - Visit the Career Development Center website and click on "Resources"
- __ **Attend events:** Attend career fairs and information sessions. These are open to ALL students on campus and will be virtual in the fall semester.
 - Fall Part-Time Jobs Fair Friday, August 21, 2020
 - Roadmap to Success Career Session Saturday, August 22, 2020
 - Career Fair Bootcamp Saturday, August 29, 2020
 IU Diversity Internship and Career Fair Monday, January 25, 2021
 - IU Summer Camps Job Fair Thursday, February 11, 2021
 - Summer Jobs and Internships Fair Tuesday, March 30, 2021

To view a list of upcoming career fairs, visit career.indiana.edu/career-events.

FIRST YEAR

Campus Mile Markers

Work with your academic advisor

If interested, meet with a HPPLC advisor

Utilize tutoring services

Meet a mentor at MSLD

Visit Belnvolved

Visit mentoring services

Consider studying abroad

Learn about student-faculty research opportunities

College is an opportunity to balance academic responsibilities with outside interests.

Campus Mile Markers

__ Work with your academic advisor to develop an initial academic plan.

If you are interested in health, medicine, or law as a career path, sign up for the Health Professions and Prelaw Information Center (HPPLC) distribution list: hpplc.indiana.edu.

- **Learn about study and time management skills** by using these tutoring services:
 - 21st Century Scholars Program
 - Academic Support Center
 - · Student Academic Center
- **Sign up for mentoring support** through the FASE Mentoring Program at mentoringservices.indiana.edu/mentoring/fase/index.html
- __ **Visit BeInvolved** at *beinvolved.indiana.edu* to learn more about clubs, organizations, activities, or volunteer opportunities for leadership development.
 - 21st Century Scholars Leadership Corps
 - Leadership within your living learning center or residence hall
 - FASE Advisory Board (FAB)
 - Bloomington Volunteer Network, bloomington.in.gov/volunteer
 - IU Corps, iucorps.indiana.edu
- **Consider studying abroad**: Learn about opportunities with the OVPDEMA Overseas Study and Scholarships Program and the IU Office of Overseas Study.
 - Office of Overseas Study: overseas.iu.edu
 - OVPDEMA Overseas Study: ovpdemaoverseas.indiana.edu
- **__ Establish relationships with faculty members and STEM programs** for the sciences. You can learn about student-faculty research opportunities at:
 - Undergraduate Research: undergradresearch.indiana.edu
 - College of Arts and Sciences: college.indiana.edu/research/undergraduate-research
 - Biology: biology.indiana.edu/undergraduate/research-opportunities
 - SICE: sice.indiana.edu/research/student-research
 - The Journal of Undergraduate Research: iujur.iu.edu/join/research

SECOND YEAR

Career Mile Markers

Apply for leadership roles

Join a professional organization

Enroll in a career course

Participate in networking opportunities

Revise and update resume

Conduct informational interviews

Engage in job shadowing

Explore research opportunities

Develop a target list of potential employers

Attend career events

Apply for summer jobs

A resume is your calling card. Become involved in activities that boost your skills set and align with future career goals.

Career Mile Markers

- __ **Apply for leadership roles** in clubs and organizations, as well as take lead roles on committees. There are also opportunities for paid leadership positions within the Faculty and Staff for Student Excellence Mentoring Program (FASE) or as a resident assistant.
- **Consider joining a professional organization**. Mentoring services has a complete list, at mentoringservices.indiana.edu/mentoring/fase/index.html.
- **Enroll in a career course** to explore your options—talk with your academic advisor about enrollment:
 - EDUC X-152, Mapping Your Future
 - ASCS-Q296, College to Career II
 - MUS-U250, Music Career Development
 - SPEA-H267, Career Development and Planning
- INFO-Y100, Explore Informatics and Computer Science
- BUS-T275, Kelley Compass II: Associate (prerequisite BUS-T175)
- SPH-K199, Careers in Helping Professions
- __ Apply for the Walter Center for Career Achievement's Career Treks: careers.college.indiana.edu.
- __ Participate in networking opportunities. Engage with:
 - Student-faculty mentoring programs
 - Ascend Indiana: ascendindiana.com
 - Mentor Apprenticeship Program (MAP)
- INROADS: inroads.org
- SEO Career: seocareer.org
- **__Revise and update your resume** with your summer experiences.
- _ Conduct informational interviews and company/industry research to build your professional network. Check with your school to find a list of alumni you can talk to, as well as dates companies will host networking events.
- **Engage in job shadowing**. Many companies and organizations have sophomore leadership and development programs.
- Engage in student-faculty mentoring programs and research opportunities through Mentoring Services and Leadership Development and the Office of Engaged Learning.
- _ **Attend career fairs**, career panels, and company information sessions. These are open to ALL students on campus and advertised through schools' websites.
 - Roadmap to Success Career Session Saturday, August 29, 2020 University Division students only
 - Career Fair Bootcamp Saturday, January 23, 2021
 - Attend the IU Diversity Internship and Career Fair Monday, January 25, 2021
- __ Apply for summer jobs, internships, or summer leadership programs that recruit sophomore students.
- **__ Follow the 21st Century Scholars newsletter** for more opportunities.
- _ By now, you should have met with your career coach at least once.

Campus Mile Markers

Review your academic plan

If interested, meet with a HPPLC advisor

Consider studying abroad

Campus Mile Markers

- __ Review your academic plan with your academic advisor to make sure you are on track.
 - If you are interested in health, medicine, or law as a career path, meet with an advisor in the Health Professions and Prelaw Information Center (HPPLC).
- **Consider studying abroad** with the OVPDEMA Overseas Study and Scholarships Program and the IU Overseas Study (if you have not already).

THIRD YEAR

Career Mile Markers

Work with your career coach
Discuss internship strategies and
companies to research

Practice mock interviews

Update your resume and portfolio

Look for an internship

Conduct informational interviews

Connect with alumni

Connect with faculty

Apply for Career Treks

Participate in networking opportunities

Revise your resume

Prepare for career fairs

Check deadlines for applications

Enroll in a career course

Campus Mile Markers

Pursue leadership roles

Research global internship opportunities

If interested, meet with a HPPLC advisor

Take the GRE. MCAT. GMAT. LSAT

Meet with your academic advisor

Real-world experiences gained through internships, volunteering, class projects, clubs, and leadership positions within an organization.

Career Mile Markers

__ Work with your career coach to craft your internship search plan. **Meet with your career coach** early in the semester to discuss your internship search strategy and acceptance offer process. • Discuss the list of companies and industries you researched and built last year Practice mock interviews through your career services office **__ Update your resume and profile pages** through your career service office's database. Employers can access this information. **Update your portfolio** and have it interview ready (required for some majors). **Explore and look for internships** through Indiana INTERNnet: *indianaintern.net*. **Engage with the Orr Fellowship Program:** orrfellowship.org. **Conduct informational interviews and job shadowing experiences** to build your professional network, practice networking, interviewing, and researching. **Connect with alumni and current students** who work at the companies or in industries where you are interested in working. **Continue your company and industry research** and attend informational sessions and panels. _ Apply for the Walter Center for Career Achievement's Career Treks: careers.college.indiana.edu. Participate in organizations that offer networking opportunities and studentfaculty mentoring programs. Engage with: • Ascend Indiana: ascendindiana.com and INROADS: inroads.org **Prepare for the career fairs.** Many start TWO weeks after classes begin and continue through October when interviews take place.

Campus Mile Markers

Continue with or pursue leadership roles in your student organizations.
 If you can pursue global study or internship opportunities, do so!
 If you are interested in health, medicine, or law as a career path, meet with an advisor in the Health Professions and Prelaw Information Center (HPPLC).
 Take the GRE, MCAT, GMAT, LSAT, and any other admissions tests required for the graduate school path you choose.

Meet with your academic advisor to ensure you are on track for graduation.

Check deadlines for applications and learn timelines for interview processes.

Enroll in a career course associated with your school (if offered).

FOURTH YEAR

Career Mile Markers

Meet with your career coach

Tailor resume and cover letter for target companies

Update portfolio

Develop Plan B

Attend career fairs and events

Apply for positions

Research deadlines for graduate schools

Apply for Career Treks

Participate in mentoring and networking opportunities

Report next steps to your career service office

Connect with IU alumni

Apply for graduate school

Gather references

Review your employment offers

Campus Mile Markers

Take the GRE, MCAT, GMAT, LSAT

Meet with your academic advisor

Congratulations! You are entering the home stretch!

Career Mile Markers

- _ Meet with your career coach early to define your search process—either for a job or graduate school plan:
 - Prioritize and narrow down your target list of companies or schools
 - Tailor resume and customize your cover letter to industries in which you are interested
 - Update portfolio with research or publications (required for some majors)
 - Develop your Plan B
 - Discuss and evaluate any job offers with your coach
 - Explore companies through career fairs and information sessions
 - Check deadlines and apply to positions that align with your target list of companies and industries
 - Research and know the deadlines and admission requirements for graduate schools
 - · Execute Plan B by the end of the fall semester
- Continue to work with your career coach to plan for your transition to professional work life.
- **Engage with the Orr Fellowship Program:** orrfellowship.org.
- __ Apply for the Walter Center for Career Achievement's Career Treks: careers.college.indiana.edu.
- Participate in organizations that offer networking opportunities and studentfaculty mentoring programs. Engage with:
 - · Ascend Indiana: ascendindiana.com
 - INROADS: inroads.org
 - SEO Career: seocareer.org
- __ Connect with IU alumni to build your professional network.
- **Apply for graduate or professional school** if that is part of your plan.
- Contact professors, employers, and advisors to ask them to serve as references.
- __ Review your offers of employment or graduate school admission and make informed choices.
- __ Visit your career services office as often as possible throughout your undergraduate career!

Campus Mile Markers

- __ **Take the GRE, MCAT, GMAT, LSAT,** and any other admissions tests required for the graduate school path you choose.
- Meet with your academic advisor to ensure you are on track for graduation and have completed all requirements for degree completion.

GRADUATION

After Graduation

Visit alumni career services

Hard work pays off. Now it is time to celebrate your achievements!

After Graduation

- **Education is a life-long learning process.** IU Alumni Career Services offers career services for life for Hoosiers! Visit *alumni.iu.edu/career-development* to learn more.
- _ Check with your career services office for alumni career coaching opportunities.
- __ Maintain contact with the 21st Century Scholars Program.



In Partnership With



300 N. Jordan Avenue Bloomington, IN 47405 812-856-1910 iub21cs@indiana.edu

Connect with us.





