

Career Roadmap

Student to Professional Success Plan

Career development is a lifelong process that often begins during a student's college experience.

It isn't just about preparing for graduation your senior year. It is a series of steps to build the necessary skills to not only help you get a job after graduation, but to set you up with professional skills for life.

Along the road, you will need excellent **communication skills**. It's important to master the ability to write and speak well including meeting new people and learning how to network, shake hands, and be confident in a variety of professional settings.

Build your resume with quality **experiences**. These can come in the form of leadership in a career relevant student organization, an internship, research, study abroad or volunteer work. You need to practice what you are learning in the classroom and try on your career field to see if it's a good fit.

Establish a **career plan**. What steps are you taking each year to build your skills and experience while in school? You need a plan for AFTER graduation well before you graduate. What are the next steps and how will you get there? Plans can always change but it's important to think about how you will get to where you want to go and plot out the next steps.



The School of Environment and Natural Resources Career Development Office offers:

- One on one personalized career coaching.
- Resume, cover letter, and LinkedIn profile writing instruction customized to the student's individualized career goals.
- Networking events to give students private or small group access to environmental and business industry leaders.
- Virtually every personal development tool a student needs to help build their professional skills and move them forward in today's job market.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

To schedule a personal career coaching session, contact:
ENR Career Development Office P: 614.292.2265

Here's your Checklist of career development activities to get you started.

YEAR ONE – EXPLORATION

There is a lot going on here at Ohio State and throughout the School of Environment and Natural Resources. Your first year should be spent acclimatizing yourself to campus, learning about leadership and other opportunities and making choices about how to spend your time.

Autumn Semester

	<p>Meet with a Career Counselor during your first semester as part of your University Survey course. Talk about what majors you are considering and start to develop a few goals for the year that will help you explore your career options.</p>
	<p>Write a resume and activate your account on HireaBuckeye.</p>
	<p>Attend the ENR Internship Forum in October. This is an opportunity to meet with all of the students who earned academic credit for internships over the summer and ask questions about their experiences.</p>
	<p>Explore the relevant student organizations associated with your major and join at least one. This will help you begin the process of building your network with future colleagues and professors.</p>
	<p>Explore the research and study abroad opportunities available and start to plug those into your career plan appropriately.</p>
	<p>It's ok to not seek out career related experiences / internships after this first year. However, if you've decided to pursue a summer internship, job postings begin being announced in late November so have your application materials, including resume and cover letter, reviewed and approved by the ENR Career Development office.</p>

Spring Semester

	<p>Attend the Environmental and Sustainability Career Expo in January. Use it as an opportunity to build relationships with employers and to further explore career opportunities. You don't need to be seeking an internship to attend this event. Use it for informational interviewing.</p>
	<p>With your approved resume that has been reviewed by the ENR Career Development office, begin attending the Environmental Professional Network (EPN) monthly breakfast events. These are excellent opportunities to network and practice your professional personal communication skills.</p>
	<p>Explore the Lunch and Learn Career Development Workshop offerings and choose at least 2 to attend this semester.</p>

	Complete 2 informational interviews about a career you are interested in. Complete these through chance encounters at the EPN events, other related workshops offered throughout the year or get a referral from the ENR career development office.
	Meet with your faculty mentor and plug into your career plan to meet with them at least twice per academic year to talk about course selections and career related conversations.
	There are many other opportunities to attend additional career events, workshops, lectures, alumni mentoring and more throughout the year. Find what sparks your passion and make it a habit to attend events where you can learn and grow.

SUMMER YEAR ONE

The first year of college brings with it a lot of transformations. If you choose to spend your first summer after your freshman year going back home, reconnecting, and decompressing while working a simple job you may have had in high school, it's perfectly acceptable. Especially if you've done all the things suggested on the Road Map for Year One.

Some students like to jump right in and look for relevant internships and there will be many opportunities available to students who have only completed their first year. Ask a career counselor about where to look for first year opportunities.

YEAR TWO – PICK A MAJOR AND GET SERIOUS

Not that you weren't serious in Year One, but now it's time to get down to business. You've explored during year one and confirmed for yourself the major that you have chosen through student organization involvement, courses, informational interviewing and more.

	Will you be conducting any research in your area? Attend informational sessions that offer advice on conducting research and find a faculty member to mentor you through the experience.
	Planning to go on a study abroad trip? Attend the informational sessions, apply for scholarships and prepare your interview skills for the selection process.
	Or a service related trip ? During the fall and spring breaks, Ohio State offers a variety of service related trips called Bucklserve. You can give back to the greater Columbus community or travel across the US working on larger projects with Habitat for Humanity and others. Find the relevant information sessions and begin planning.
	Check in with the ENR Career Services office. Self report your summer experiences and update your resume and LinkedIn profile to reflect your year one experiences. Have your updated resume and LinkedIn profile reviewed.

	<p>Continue with student organization involvement. Take on a leadership role. Chair a committee or help run an event. Keep track of the specific skills you are utilizing and add those to your resume.</p>
	<p>Visit with your faculty mentor to discuss your internship focus for the next summer. Continue attending all of the Career Fair events relevant to your area. You can find a full listing of university career fair events at careers.osu.edu.</p>
	<p>Continue attending the EPN monthly breakfast events and apply for the Success Networking spots to get one on one time with executives from your field to help mentor you. Networking is the NUMBER ONE way you will continue to locate a job in the future.</p>
	<p>Continue to attend other relevant career development workshops. Be sure your attendance is recorded in your HireaBuckeye account.</p>
	<p>INTERNSHIP POSTINGS FOR SUMMER BEGIN BEING POSTED LATE NOVEMBER. START THINKING ABOUT YOUR JOB SEARCH AND APPLICATION PROCESS NOW. THANKSGIVING BREAK through FINALS is the last chance this semester you have to get your resume reviewed before Spring semester. Your resume should be updated and a foundational cover letter written and ready to be tweaked for various job opportunities. Many companies are complete with their selection process by the end of January – early February. Be READY.</p>
	<p>Apply for Internships. Some students start with applying for 3-4 positions. Others apply for 10 or more. Do your research on the companies and be prepared for interviews including phone interviews for those positions outside of Columbus, OH.</p>
	<p>Watch for our COUNTDOWN TO CAREER EXPO series. This will come out as part of the Career Services Newsletter and will touch on different topics each time that will help you pace yourself and prepare for the Environmental and Sustainability Career Expo in January.</p>
	<p>After Spring Break, internship course registration opens. You can register to receive academic credit for an internship you will be working over the spring / summer. If you are an EEDS or NRM student, register your internship for academic credit to meet the experiential credit requirement for your degree program.</p>
	<p>Self report your internship to ENR Career Development office via the web form because all the cool kids are doing it. And it helps us help future students know who is hiring our students and where to look for jobs next summer.</p>

YEAR THREE – HOMESTRETCH

Your first REAL internship is complete at this point. Was it what you expected? Better?

Sometimes students return from that first real experience and discover that what they thought they would love about a career is not true once they are working in a full time internship.

If you're not in love with what you think your career field will be at this point, meet with a career counselor in the career development office so we can help you redirect. We will help you build onto wherever your interests may have carried you to this point and determine a path that will make you happy.

	<p>In year three, start to really plot out and think about what your post graduation plans will look like.</p> <ul style="list-style-type: none">- What kind of company would you like to work for?- What is the workplace culture that you think fits you best?- Where would you like to be geographically?- Is graduate school a path you would like to pursue?
	<p>Understand that our career journeys start and end in often time's very different places. You don't need to plan where you will be in 10 years, but think about the first 2 year out of school and where you could be that will help you build your network and take the next steps. Consult with ENR career services to talk about how to work this plan into action.</p>
	<p>Are you on track with your graduation requirements? Are there other courses that would benefit your career goals including certification courses, etc.? Make plans to pursue those professional certifications and plug them into your degree planning if you haven't already.</p>
	<p>Continue with your leadership skills including participation in student organizations and taking a strong role in your courses. Many of your courses require you to work in a team and then present to industry professionals. Be a good leader and listener. Your presentations to these professionals have potentially great impact if you pursue them to be included in your "network".</p>
	<p>Continue to participate monthly in the EPN breakfast events and Success Networking opportunities. The time is more critical now to network because as you pursue YEAR THREE internships, these are often the opportunities that grow into a full time job offer upon graduation.</p>
	<p>Attend career development workshops that are presented in conjunction with our Alumni Society that focus on life after graduation and building your professional skills. Our alumni provide an excellent gateway for students to network and find out about job opportunities.</p>
	<p>Is graduate school or a professional program in your future? When will you take the GRE, LSAT, etc.? Start studying for and planning when you will take these entrance exams. Meet with your faculty mentor to discuss this process.</p>

	<p>If grad school is in your plans, start to develop your CV (curriculum vitae – it’s an academic resume) and craft your personal statement for your application with the help of your faculty mentor.</p>
	<p>The internship you work in the final summer before you graduate should be one of great importance. Your search for this position should be just like searching for a full time job after graduation. This is your chance to work for a company where you potentially see yourself AFTER graduation. Focus on what it takes to build your skills and network to get into this organization. Many students are offered an opportunity to return to this position after graduation. They are investing in you and your training so treat this internship like a summer long interview process because often times, it is.</p>

YEAR FOUR – PREPARING FOR GRADUATION

	<p>At the beginning of the year OR two semesters before you graduate, check in with ENR career services and talk about how your resume will transition. Your resume will start to take on a different format than it had as a student and include your “Summary of Professional Qualifications” that reflects everything you have been doing in school to build your skills.</p>
	<p>Who is your “Network”? Start a list of your network contacts and start letting everyone know that you will be graduating soon and searching for a job. Send them a copy of your resume and ask them to let you know about any potential leads or advice they may have for you as you begin your search. Now is a good time to reconnect and invite people on your network list out for coffee or lunch to talk about your next steps.</p>
	<p>There will be workshops geared just for GRADUATING SENIORS. Don’t miss them. Often they will be opportunities to either meet with executives in the industry or hear from our alumni. All of them will offer you invaluable advice and input. Our students who attend these sessions say they turn out to be some of the most important events they have attended all 4 years.</p>
	<p>Map out your deadlines and apply for graduate school or other programs as per your plan you’ve worked out with your faculty mentor.</p>
	<p>Continue to take every advantage of networking, through student organizations, guest speakers in the classroom and elsewhere, EPN breakfast events, conferences and more. Your NUMBER ONE JOB SEARCH STRATEGY IS WORKING YOUR NETWORK. It is not applying for jobs through a blind ad on the internet, etc. Most people get jobs through who they know and the same will apply for you. That is why it is critical that throughout your college career, you focus on building your network and experiences. This is what will get you a job well before your peers who lagged behind.</p>

Apply for jobs 6 months in advance of graduation. This is a reasonable time period to begin your search and start applying. The ENR career services office will help you with every single step including mock interviews, networking, negotiations and more. Many students will start to visit with a career counselor their final semester at least once a month or more until they secure a position.

AFTER YOU GRADUATE

ENR career services are available to alumni for life. We will still be here to help you craft resumes and job search even after graduation.

Keep in touch with faculty, peers and previous employers – your network is crucial to landing a job.

Remember, where you start is just the beginning. Your first job may not be your dream job but it's an important stepping-stone. Appreciate the lessons you learn along the way as you build your skills and network your way into the job you dreamed of when you first began.



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