Crown College Career Services
Guide Map for Students:

FIRST YEAR (QUESTIONS): We view first-year students as individuals needing to ask a lot of questions about careers and how their unique skills/interests fit a particular occupational field. They do not have to declare a major at this time.

⇒ Start a career information file to later develop into a professional portfolio
⇒ Begin examining your short/medium/long-term goals, vocation/calling, life purpose, mission, and vision
⇒ Familiarize yourself with our website and connect with us via social media
⇒ Take formal and informal assessments to learn about work values, interests, skills, and personality
⇒ Look at the possibilities to get involved in campus organizations, as well as ways to volunteer/connect
⇒ Talk with faculty and students about particular majors; use the academic catalog; become familiar with the entire scope of what the world of work has to offer (e.g. www.onetonline.org and www.bls.gov)

SECOND YEAR (RESEARCH): We see second-year students as individuals needing to gain some traction for the next few years. Move deliberately toward a career identity, rather than away from it in confusion.

⇒ Learn more fully about career planning and decision making by doing some career-related research
⇒ Consider concrete plans for an exploratory level internship experience
⇒ Explore at least three career options in a major/s of your interest (and decide on a major)
⇒ Conduct informational interviews and job shadows regarding various industries & career opportunities
⇒ Begin to look for individuals to serve as references (e.g. employers, supervisors, faculty, coaches)
⇒ Join a professional association as a student to become more familiar with the profession

THIRD YEAR (DECISIONS): We see third-year students as individuals needing to solidify their career direction in key specific ways. Early preparations can be made to transition smoothly in their final year into the workforce.

⇒ Narrow your career interests; talk with professionals in your field and research employers
⇒ Take leadership positions in campus organizations
⇒ Plan to enroll for a professional level internship under your advisor's guidance
⇒ Learn about cover letter/resume writing, interviewing, and the best job search methods
⇒ Check out the labor market and determine how it impacts your decisions
⇒ Consider graduate school and the admission process
⇒ Learn ways to develop a successful network (e.g. LinkedIn)

FOURTH YEAR (JOB SEARCH): We see fourth-year students as individuals who can move with confidence into the professional workforce due to having laid the groundwork in previous years.

⇒ Confirm an occupational choice in more than one field; learn career problem solving
⇒ Have a cover letter/resume, and portfolio updated and ready to go; practice interviewing
⇒ Participate in any on-campus and off-campus recruiting events (tours, socials, job fairs, conferences)
⇒ Develop a list of employers you want to pursue
⇒ Read trade/professional publications in your field & “follow” the field/companies (via social media)
⇒ If you’re pursuing graduate school, know your deadlines and complete all entrance requirements
⇒ Make your network work for you; set out a strategy & make consistent progress toward your goal(s)!