

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)!



Career Services → *Engage. Envision. Equip.*

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