My Four Year Career Plan

This is an ideal plan for career development throughout four years at North Carolina Central University. However, this is not the only plan! You may wish to modify and implement the pieces of the plan that work best for you.

**FRESHMAN**

- Claim your free online account with Eagle Career Network (ECN).
- Complete the TypeFocus Career Assessment accessible via your Eagle Career Network account.
- Set up an appointment with Career Services to learn more about Eagle Career Network, get feedback on TypeFocus Assessment, and discuss possible majors/careers.
- Buy a professional dark interview suit or two.
- Familiarize yourself with Career Services’ calendar of workshops, career fairs, and other events.
- Collect information on cooperative education programs, internships, and summer jobs that are available through Career Services.
- Consider volunteer positions and community services that will help you gain experience in your career field.
- Join university organizations that will offer you future leadership roles.
- Attend a resume development workshop hosted by Career Services to learn how to effectively showcase your skills and experience.

**SOPHOMORE**

- Research at least 3 career options related to your major.
- Attend panel presentations, information sessions, and career fairs to explore various opportunities.
- Make an appointment with Career Services to have your resume critiqued.
- Attend workshops and events that will get you certified with our Professional Development Network program.
- Search and apply for internships, co-ops, student employment, and/or community service opportunities.
- Review your profress in learning four (or more) skills employers look for in new hires.
- Pursue leadership positions in clubs and organizations.
- Conduct five informational interviews in careers you want to explore. Shadow several professionals in your field.
- Build your professional wardrobe.
- Begin to cultivate relationships with faculty and staff for future recommendations and references.
- Consider graduate school or professional school.

**JUNIOR**

- Narrow your career interest areas.
- Schedule an appointment with Career Services to have your updated resume critiqued.
- Take part in interviewing, cover-letter writing, and other job search workshops.
- Attend on-campus career and job fairs and employment information sessions that relate to your interests.
- Take leadership positions in clubs and organizations.
- Research graduate or professional schools and prepare for entrance exams.
- Ask former employers and professors to serve as references or write recommendations to future employers.
- Complete at least five informational interviews in careers you want to explore. Shadow several professionals in your field.
- Practice your skills at mock interviews.
- Join professional organizations and attend conferences.

**SENIOR**

- Visit Career Services to have your updated resume critiqued before you have it duplicated.
- If applicable, take graduate school entrance exams and complete applications.
- Develop an employer prospect list with contact information from organizations you are interested in working with.
- Attend on-campus career and job fairs and employment informational sessions that relate to your interests.
- Attend local association meetings to meet potential employers.
- Read two or more professional or trade publications from your major and career field regularly.
- Engage in interviewing workshops and mock interviews.
- Review and apply for jobs and internships.
- Follow up on applications and keep a record of the status of each.
- Evaluate job offers and accept one.
- Report job offers and acceptances to Career Services.

**QUICK TIPS**

**FRESHMAN**

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5. Search and apply for internships, co-ops, student employment, and/or community service opportunities.
6. Review your profession in learning four (or more) skills employers look for in new hires.
7. Pursue leadership positions in clubs and organizations.
8. Conduct five informational interviews in careers you want to explore. Shadow several professionals in your field.
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10. Begin to cultivate relationships with faculty and staff for future recommendations and references.
11. Consider graduate school or professional school.

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No matter what experience or background you have, choosing a career is a daunting task. Using the following career development model can help you navigate the process of making career choices.

Although the model implies an idea way to move through the stages, depending on your current goals (finding an internship, career exploration, searching for a full-time position, changing careers, etc.) you might start at different stages of the model or take a unique route through the stages.

**Discover:** The career development process begins with finding your passion, which includes an assessment of interest, values, skills, and abilities. This is a crucial aspect of the career development process, because it helps determine where to focus career efforts.

**Explore:** The second stage includes investigating opportunities and possibilities. Now is the time to become curious about industries of interest and explore them through the active process of informational interviewing, career fairs, and student organizations.

**Experience:** After exploring different career field options, it is important to ascertain which options explored are the right ones. Gaining experiences in your field of interest is a great way to get prepared for the future, and to learn whether a particular career path is the best fit for you. Internships, co-ops, and part-time jobs are great ways to gain experience.

**Connect:** Connect means continuous learning about one’s self, environment, career fields, and the fit between them. It also includes creating opportunities to gain education and experience to pace the way for growth and continued success.