

Career Timeline

Sophomore Year Career Checklist

Semester 1

- Read the College of Business Undergraduate Newsletter
- Continue membership with a COB club or organization
- Attend professional seminars offered by OSES and CDC
- Continue career assessment activities including completing assessments in CareerBeam, job shadowing, participating in mentorships, researching careers, etc.
- If still a General Business major, setup a Career Assessment appointment with OSES
- Volunteer in the community and around campus
- Attend AUM and COB fairs, workshops, activities and events
- Attend all business writing workshops
- Establish a professional web presence – Facebook, Twitter, LinkedIn
- Complete Assessments in CareerBeam – Defining your Options/Preferences and Envisioning Your Future
- Update Warhawk Jobs
- Update resume and make an appointment with the CDC or OSES for review
- Meet with Advisor to discuss Core Curriculum and declare a major
- Begin your internship search

Semester 2

- Read the College of Business Undergraduate Newsletter
- Continue membership with a club or organization; consider a leadership role
- Attend professional seminars offered by OSES and CDC
- Meet with Department Head of your chosen major to discuss career aspirations
- Attend AUM and COB fairs, workshops, activities and events
- Attend all business writing workshops
- Update resume – make an appointment with OSES or CDC
- Get a recommendation letter from a professor
- Maintain your professional web presence – Facebook, Twitter, LinkedIn
- CareerBeam – Complete the Career Planning phase
- Update Warhawk Jobs – add resume to profile
- Meet with Advisor to discuss Core Curriculum and course mapping
- Make an appointment with your career counselor to discuss career goals and experiential learning opportunities