

Are You On Track to Find a Rewarding Career?

Be strategic about your career development, and you'll be in a great place when you graduate!

Freshman

<p>Refine major and career path</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visit oit.edu/career to get acquainted with our services <input type="checkbox"/> Begin self-exploration process: What are your values, interests, skills, personality? <input type="checkbox"/> Begin to research careers of interest on your own. <input type="checkbox"/> Check out the Career Exploration section of our website. <input type="checkbox"/> Consider meeting with a career advisor for help with the exploration process.
<p>Get involved in classes and campus</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Take general education courses that interest you. <input type="checkbox"/> Get involved in campus organizations & other activities. <input type="checkbox"/> Develop good study skills & establish a strong GPA. <input type="checkbox"/> Take advantage of academic support programs like Peer Consulting (tutoring).
<p>Apply what you're learning in real-world settings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider exploring career options and work environments by volunteering. <input type="checkbox"/> Student organizations that partner with local community groups can provide opportunities to apply your classroom learning.
<p>Communicate your strengths to employers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a resume. Find resources to help you on oit.edu/career. If you've been working, your resume as a student will need to be revised. <input type="checkbox"/> You may find it very helpful to also see a career advisor for help.
<p>Search for an internship or job</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visit Career Services' Handshake website, create an account, and search employer "Oregon Tech Student Employment" for on-campus opportunities to make money and gain skills: oit.joinhandshake.com <input type="checkbox"/> Search for part-time jobs off campus on Handshake as well.
<p>Get connected to others</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend programs on campus connected to careers you are exploring. <input type="checkbox"/> Get involved in student organizations, especially those related to potential careers.



Don't worry if you haven't completed all these steps! These suggestions are intended to keep you on track and keep you motivated. It's never too late to begin...

Sophomore

<p>Refine major and career path</p>	 <p>Is refining career goals</p> <p>Is considering studying abroad</p> <p>Has at least one volunteer or leadership experience</p> <p>Has begun to talk to professors, advisors and others about career goals</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct informational interviews with professionals/alumni in careers of interest. See our website to learn more. <input type="checkbox"/> If you are reconsidering your major choice, see Career Services for help. <input type="checkbox"/> If you are applying to competitive programs like Medical Imaging Technology (MIT), make sure you have a Plan B that you are comfortable with. Career Services can help.
<p>Get involved in classes and campus</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Begin to take upper level courses. <input type="checkbox"/> Meet with faculty and advisors to clarify major/career options. <input type="checkbox"/> Consider studying abroad for a summer or a semester. <input type="checkbox"/> Seek out programs on campus to learn more about career development, creating resumes, and internships.
<p>Apply what you're learning in real-world settings</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Pursue internships and other experiential education to gain experience and learn about fields that interest you. <input type="checkbox"/> Look for volunteer, employment or student group opportunities to explore your interests and gain skills.
<p>Communicate your strengths to employers</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Update your resume with any new experiences. <input type="checkbox"/> Learn how to write cover letters for internships. <input type="checkbox"/> Work on your interviewing skills in preparation for internship interviews.
<p>Search for an internship or job</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Continue to use Handshake to find part-time jobs; start to use it to search for internships. <input type="checkbox"/> Are you an MET, ME, CE, MFG, SET or Geomatics student? Talk to an advisor about the MECOP/CECOP co-op programs. <input type="checkbox"/> Expand your searches using indeed.com and other search sites.
<p>Get connected to others</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Conduct informational interviews with professionals/alumni in careers of interest. <input type="checkbox"/> Talk to other students about their career plans, and learn from each other.

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Junior

<p>Refine major and career path</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to explore different jobs with faculty, advisors, staff, friends, acquaintances, business contacts. <input type="checkbox"/> Explore different post-graduation options, including graduate or professional school. <input type="checkbox"/> Narrow career choices related to your major. 	<div style="display: flex; flex-direction: column; align-items: center;">  </div> <p>If grad school is a possibility, understands the application process</p> <p>Has begun to create a professional network</p> <p>Has been to at least one job/career fair on campus</p> <p>Has become more comfortable with the interview process</p> <p>Has a resume updated with new experiences</p> <p>Has completed an internship</p> <p>Understands how to write resumes, cover letters, and other business correspondence</p> <p>Understands how to look for opportunities online and how to research employers</p> <p>Is a regular user of Handshake</p>
<p>Get involved in classes and campus</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If potentially headed to graduate or professional school, learn about testing and other application requirements. Familiarize yourself with the application timeline. Consider working prior to graduate school. <input type="checkbox"/> Assume leadership roles in student orgs or volunteer groups. 	
<p>Apply what you're learning in real-world settings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to pursue internships and cooperative education. <input type="checkbox"/> Plan for an impactful Senior Project that will show your talents and help you explore career opportunities. <input type="checkbox"/> Continue to look for volunteer, employment or student group opportunities to explore your interests and gain skills. 	
<p>Communicate your strengths to employers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Update resume based on new experiences. <input type="checkbox"/> If you haven't yet learned about cover letters, do so now. <input type="checkbox"/> Make sure you have a separate list of professional references. <input type="checkbox"/> Make sure to have a version of your resume that is optimized for applicant tracking systems (for when you upload your resume electronically): No templates, tables, symbols, or headers; using a plain font like Calibri or Arial, incorporating related keywords. 	
<p>Search for an internship or job</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Think about both what you can offer and what you want to gain from an internship. You can gain skills, experience, & references. <input type="checkbox"/> Research prospective employers using their websites, LinkedIn company pages, library databases, and Google. <input type="checkbox"/> Create a spreadsheet or find another system to track internship/job leads and applications. <input type="checkbox"/> Review dress guidelines for your industry. Develop wardrobe for interviews. Remember to ask each firm about interview attire. <input type="checkbox"/> Practice interviewing. Schedule a mock interview if you need one. <input type="checkbox"/> Attend career fairs and other recruiting events on campus. 	
<p>Get connected to others</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a LinkedIn profile and join LinkedIn groups. <input type="checkbox"/> Make a few LinkedIn connections each week. Find Oregon Tech alumni to connect with. <input type="checkbox"/> Attend conferences and workshops related to fields of interest. <input type="checkbox"/> Print networking cards with your picture, career goals and contact information to hand out at events. <input type="checkbox"/> Attend job/career fairs on campus. 	

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Senior

<p>Refine major and career path</p>	<p style="text-align: center;">Congratulations! <i>All your hard work has paid off</i></p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Narrow/finalize career next steps. <input type="checkbox"/> Finalize post-graduation options, including graduate or professional school. 	
<p>Get involved in classes and campus</p>		<p>Has a job search strategy and is taking steps to implement it (if no job yet)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assume leadership roles in student organizations or volunteer groups. <input type="checkbox"/> Register and study for required grad school entrance exam if required. <input type="checkbox"/> Complete graduate application process if applicable. <input type="checkbox"/> Present student research.
<p>Apply what you're learning in real-world settings</p>		<p>Has been to career events on campus throughout the year</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to pursue internships and cooperative education. <input type="checkbox"/> Continue to look for volunteer, employment or student group opportunities to explore your interests and gain skills.
<p>Communicate your strengths to employers</p>			<ul style="list-style-type: none"> <input type="checkbox"/> Update resume based on new experiences. <input type="checkbox"/> Practice interviewing. Behavioral questions like "Tell me about a time when you..." can be answered using the STAR technique: Tell them about a Situation you were in or Task you had, an Action you took, and the positive Result of that action.
<p>Search for an internship or job</p>		<p>Has completed all grad school applications if applicable</p> <p>Has perhaps completed another internship</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a job search strategy. Set appropriate expectations – it can take more time and energy than students realize. <input type="checkbox"/> Make appointment with Career Services to refine job search strategy. <input type="checkbox"/> Create a system to track job leads and applications. Follow up on all applications. <input type="checkbox"/> Continue to attend career events on & off campus. Watch for on-campus recruitment opportunities on Handshake <input type="checkbox"/> Continue to practice your interviewing skills. <input type="checkbox"/> Attend job/career fairs on campus.
<p>Get connected to others</p>		<p>Is a regular user of LinkedIn and uses other networking tools as well</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Join additional LinkedIn groups related to your career goal. <input type="checkbox"/> Make a few LinkedIn connections each week. <input type="checkbox"/> Attend conferences and workshops related to fields of interest. <input type="checkbox"/> Join a professional association in your field. <input type="checkbox"/> Attend career fairs and other recruiting events on campus. <input type="checkbox"/> Join the OIT Alumni Association: alumni.oit.edu

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