



YEAR 1: FRESHMEN

CAREER DEVELOPMENT CHECKLIST

CONNECT WITH YOUR ADVISER

- ☐ Make sure you **know who your adviser is!** You can find this information on Self Service if you aren't sure.
- ☐ Send an email to **introduce yourself** to your academic adviser.
- ☐ Make a plan to **meet with them at least once** during your first semester (you'll meet with them for scheduling during your second semester as a part of the registration process).



VISIT PATHWAYS

- ☐ **Stop by the Pathways Center** (bottom floor of Eberly Library) to meet with WU's Career Development team members.
- ☐ Follow us on Instagram (@**wu_pathways**) to stay up to date on career events or **email us at pathways@waynesburg.edu**.
- ☐ Schedule a **one-on-one career advising** meeting any time.
- ☐ Need free professional clothing? **Stop by the WU Career Closet** during walk-in hours!

EXPLORE OPTIONS

- ☐ If you find that your major is not a good fit, the Pathways team can help you **explore alternate career/academic paths**. Switching majors is more common than you might think!
- ☐ **Create a Focus2Career account** to complete career assessments. This tool will enable you to explore how your interests and strengths align with different careers and majors.
- ☐ Reach out to the Pathways team to **inquire about other available (+ free!) career assessments**, and set up a meeting to discuss your results with a trained staff member.
- ☐ **Create a Handshake account** to explore openings, employers, and events.

GET SOME EXPERIENCE

- ☐ Know that any experience can be relevant experience - **get a part time job, volunteer, get involved in campus organizations**.
- ☐ **Apply for a campus job on Handshake**, especially if you qualify for Federal Work Study. These jobs are flexible and work around academic and athletic schedules.
- ☐ **Create one-page resume** to highlight experiences. You'll update this as you go!

ATTEND EVENTS

- ☐ **Attend the Scheduling Workshop** in the Spring - it'll be your first time registering, and it can impact your degree plan for the next four years! You want to get it right.
- ☐ Freshmen are strongly encouraged to **engage in workshops and career fairs**. This will help you be prepared and proactive in your journey!

SET GOALS

- ☐ **Engage in goal setting** to outline what you hope to accomplish this semester and this year (short-term) as well as what you hope for the future (long-term). *Just remember: It's okay if your goals change!*



YEAR 2: SOPHOMORES

CAREER DEVELOPMENT CHECKLIST

GAIN MORE EXPERIENCE

- ☐ Begin **considering internship options related to your field of study**. Completing an internship between sophomore and junior year could set you apart!
- ☐ If you haven't already, **get a part-time job, volunteer, or get involved in campus organizations**. Any experience is good!
- ☐ **Apply for a campus job on Handshake**, especially if you qualify for Federal Work Study. These jobs are flexible and built to work with your academic and athletic schedules.



VISIT PATHWAYS

- ☐ **Stop by the Pathways Center** (bottom floor of Eberly Library) to meet with WU's Career Development team members.
- ☐ Follow us on Instagram (**@wu_pathways**) to stay up to date on career events or **email us at pathways@waynesburg.edu**.
- ☐ Schedule a **one-on-one career advising** meeting or **mock interview** appointment.
- ☐ Need free professional clothing? **Stop by the WU Career Closet** during walk-in hours!

EXPLORE OPTIONS

- ☐ If you find that your major is not a good fit, the Pathways team can help you **explore alternate career/academic paths**. Switching majors is more common than you might think!
- ☐ **Create a Focus2Career account** to complete career assessments. This tool will enable you to explore how your interests and strengths align with different careers and majors.
- ☐ Reach out to the Pathways team to **inquire about other available (+ free!) career assessments**, and set up a meeting to discuss your results with a trained staff member.
- ☐ **Create a Handshake account** to explore openings, employers, and events.

BE PROACTIVE

- ☐ Sophomores are strongly encouraged to **engage in workshops and career fairs**. This will help you be prepared and proactive in your journey!
- ☐ **Take advantage of networking opportunities**, including building relationships with employers, alumni, faculty, staff, and peers.
- ☐ **Join a professional organization** related to your major.
- ☐ **Create a LinkedIn profile** and start connecting!

UPDATE DOCUMENTS

- ☐ Consistently **update your resume** to better reflect your experiences (at least once a year).
- ☐ **Draft a cover letter** that you can use when you start applying for jobs or internships.

SET GOALS

- ☐ **Engage in goal setting** to outline what you hope to accomplish this semester and this year (short-term) as well as what you hope for the future (long-term). *Just remember: It's okay if your goals change!*



CAREER DEVELOPMENT CHECKLIST

BUILD RELEVANT EXPERIENCE

- ☐ **Apply for an internship in your field of study.** To complete the internship for credit, submit the Waynesburg University Internship Application on myConnect (departmental approval required).
- ☐ Take advantage of leadership opportunities at your **part-time job, volunteer site, or campus organization(s)**. While any experience is helpful, if you can gain experiences that are more related to your major or that build leadership skills, it's recommended at this stage!
- ☐ **Apply for a campus job on Handshake.** Some campus jobs are major-specific and may provide a good opportunity to gain experience.



VISIT PATHWAYS

- ☐ **Stop by the Pathways Center** to meet with WU's Career Development team members.
- ☐ Follow us on Instagram (@wu_pathways) to stay up to date on career events or **email us at pathways@waynesburg.edu**.
- ☐ Schedule a **one-on-one career advising** meeting or **mock interview** appointment.
- ☐ Need free professional clothing? **Stop by the WU Career Closet** during walk-in hours!

EXPLORE OPTIONS

- ☐ **Complete the "Am I Career Ready?" assessment in Focus2Career** to determine growth areas as you approach the end of your academic journey.
- ☐ **Create a Handshake account** to explore openings, employers, and events.
- ☐ **Familiarize yourself with the most common online job boards.** Do a quick search of your dream job (and location) to see what opportunities exist.
- ☐ **Use your LinkedIn profile** to peruse openings and engage with your network.
- ☐ If appropriate, **begin exploring potential graduate school programs** of interest.

GET ENGAGED

- ☐ Juniors are strongly encouraged to **engage in workshops and career fairs**. Juniors are also eligible to enroll in **WBE 405: Professional Development Workshop** (offered in Spring).
- ☐ **Take advantage of opportunities to get to know WU faculty and staff better.** These relationships matter both personally and professionally! Faculty make great references.
- ☐ Be proactive about **updating professional documents** - especially your resume!
- ☐ Participate in a **professional organization, conference, or networking event**.

DEGREE PLANNING

- ☐ **Complete your graduation application and degree audit** in the Spring semester!
- ☐ If you find that your major is not a good fit, **explore alternate career/academic paths.** As a junior, you will want to consider options that allow you to graduate on time. The Pathways team can help!

SET GOALS

- ☐ **Engage in goal setting** to outline short-term and long-term goals. *Remember: It's okay if goals change!*



YEAR 4+: SENIORS

CAREER DEVELOPMENT CHECKLIST

PREPARE FOR WHAT'S NEXT

- ☐ If you plan to pursue employment after graduation, **be mindful of the appropriate timeline for submitting applications** for your field of study. While some may begin applying in the Fall (Nursing, Accounting), others should wait until the Spring semester to apply.
- ☐ **Start applying!** Sometimes, the application process can be frustrating, so be patient and consistent in your efforts.
- ☐ If you plan to pursue graduate school, **begin researching and applying for academic programs** of interest.
- ☐ Need assistance with your job search or graduate school application? **Email the Pathways Center at pathways@waynesburg.edu.**
- ☐ If you have not completed your **graduation application, degree audit, and commencement checklist** (emailed), do so as soon as possible.



VISIT PATHWAYS

- ☐ **Schedule a resume review appointment** with the Career Development team in Pathways. This is the document that you are sending to employers; it needs to be the best it can be!
- ☐ Engage in a **one-on-one career advising** meeting or **mock interview** appointment.
- ☐ **Stop by the WU Career Closet** to access free, professional clothing.
- ☐ Follow us on Instagram (**@wu_pathways**).

EXPLORE OPTIONS

- ☐ **Complete the "Am I Career Ready?" assessment in Focus2Career** to determine growth areas and make an action plan.
- ☐ **Use your Handshake account** to explore openings, employers, and events, or to apply for a campus work-study job.
- ☐ **Connect with your network and apply for job openings** on LinkedIn.

SET GOALS

- ☐ **Engage in goal setting** for the future, and remember it's okay if goals change!

STAY ENGAGED

- ☐ Continue to **build professional experience** through employment, volunteerism, coursework, or involvement in professional and campus organizations.
- ☐ **Present at (or attend) a conference** related to your field of study.
- ☐ Participate in campus **career fairs and professional development events**.
- ☐ **Enroll in WBE 405: Professional Development Workshop**, a one-credit seminar course offered in the Spring for upperclassmen.

UPDATE MATERIALS

- ☐ As you begin applying for professional positions or graduate schools, **update your resume and cover letter for each position or program** (the document should be tailored to align with expectations of the individual role or program!).
- ☐ **Request letters of recommendation or ask for references** from faculty, staff, or professionals in your network as needed.
- ☐ **Compile and organize a professional portfolio** as is applicable to your field of study.



CAREER DEVELOPMENT CHECKLIST

WU RESOURCES FOR GPS STUDENTS

- ☐ **Career Development support is available for Graduate & Professional Studies (GPS) students.** Graduate students can have professional documents (resume, cover letter) reviewed and can request to meet for one-on-one career advising, a mock interview session, or job search assistance. **Email the Pathways Center at pathways@waynesburg.edu.**
- ☐ The **Writing Center is available to assist graduate students** with writing assignments and skill building throughout their time at Waynesburg University. **Visit waynesburg.mywconline.com** to schedule a virtual appointment or email **writingcenter@waynesburg.edu** to learn more.
- ☐ Library Services, including **research support, electronic resources, and interlibrary loan**, are available for GPS students. Email the Pathways Center or visit **waynesburg.libguides.com/eberly** for more information.
- ☐ Students who need **academic accommodations** can contact the Disability Services Office at **dso@waynesburg.edu**.



VISIT PATHWAYS

- ☐ The **Pathways Center is located on the bottom floor of Eberly Library** and is open during library hours throughout the year. GPS students are welcome to visit and use available resources.
- ☐ If you're ever on main campus, **stop by the WU Career Closet** to access free, professional clothing. **Want to make a donation?** Email pathways@waynesburg.edu.
- ☐ Follow us on Instagram (**[@wu_pathways](https://www.instagram.com/wu_pathways)**) to stay up to date on events and updates.

ONLINE RESOURCES

- ☐ **Utilize Focus2Career** to explore career readiness and complete interests inventories. Reach out to the Pathways team for additional assessments, access codes, or to review results.
- ☐ **Create a Handshake account** to connect with employers, explore events, and apply for jobs.
- ☐ Update and maintain your **LinkedIn profile**.
- ☐ Access 24/7 career development resources in the **Career Development & Professional Skills course** on Canvas.

UPDATE MATERIALS

- ☐ If you plan to apply for a new job, **update your resume and cover letter for each position or program** (the document should be tailored to align with expectations of the specific role).
- ☐ **Edit your resume down to two pages when possible**, unless the employer is requesting a CV, which can be longer (includes all aspects of work history vs. highlights).
- ☐ **Request letters of recommendation or ask for references** from faculty, staff, or professionals in your network as needed.
- ☐ **Compile and organize a professional portfolio** as is applicable to your field of study.

STAY ENGAGED

- ☐ **Join professional organizations** related to your field of study.
- ☐ **Present at or attend a conference** related to your area of study.
- ☐ **Publish work related** to research interests or best practices as is appropriate to your professional field.