



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!*