



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!*