



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.