



Ten Steps for Career Success

Ready Reference ♦ A-4

College of Engineering, Architecture & Technology ♦ Career Services

The average job search takes 3 – 6 months for engineering and technical fields. You can conduct your job search during your final year of school... or you can spread the job search time throughout your years of college. Take these steps now to ensure your career success.

- *Learn More About Yourself:* Identify your accomplishments, values, goals, strengths & weaknesses. Recognize the qualities and skills that employers are looking for.
- *Start a Career Folder:* Include articles, clippings, notes, suggestions from others, goals, etc.
- *Identify Your Career Resources:* CEAT Career Services in 102 Engineering North is a branch office of OSU Career Services, 350 – 370 Student Union. Check the Career Services website, www.hireOSUgrads.com, for even more resources.
- *Develop Communication Skills:* Take advantage of opportunities to gain experience writing reports and articles. Develop public speaking skills through Toastmasters, student organizations, etc.
- *Develop Leadership & Teamwork Skills:* Join professional organizations and take an active role. Lead extracurricular or volunteer activities. Be a mentor.
- *Build Your Professional Network:* Professors, alumni, mentors, & classmates; career fair contacts; speakers at seminars and people at meetings. Keep records of all contacts.
- *Attend Career Fairs:* The CEAT Career Fair will take place September 15, 2009, in Gallagher-Iba Arena. Introduce yourself to the recruiters; collect business cards and company literature. This is an excellent way to research companies and make contacts.
- *Get Job Experience Before You Graduate:* Internships, Co-ops, summer jobs. Any experience is okay, but experience related to your major is almost a guarantee of early success.
- *Prepare for the Job Search Now:* Write your resume and update it each semester. Assemble a list of references. Utilize the resources available through Career Services. Begin interviewing well ahead of graduation – the practice will pay off when the right opportunity comes along.
- *Believe in Yourself:* Realize that you are a valuable asset to any organization. Don't underestimate your knowledge and talents by overestimating those of someone else.

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