



Career Development Plan

Ready Reference ♦ A-5

College of Engineering, Architecture & Technology ♦ Career Services

Need help planning the next four to five years of your life? This reference will take care of part of it! Just follow these steps and you'll have your career off to a great start.

FIRST YEAR STUDENTS

- Identify campus resources and get to know the OSU Community. Establish relationships with faculty members, academic advisors, peers, deans, staff, and administrators.
- Develop good time management, goal setting and study habits. Strive to reach your GPA potential.
- Develop good communication skills, both oral and written.
- Identify and join student organizations or volunteer activities that will provide leadership opportunities, and enable you to explore interests and build skills.
- Become familiar with the services provided by CEAT Career Services, as well as the OSU Career Services Office.
- Obtain relevant work experiences through internships, volunteering, part-time jobs and summer jobs.
- Learn about the CEAT Cooperative Education Program. Begin planning future semesters if considering a Co-op.
- Write a resume and have it reviewed by CEAT Career Services. This will help you determine which areas you need to develop.
- Attend career development workshops.
- Attend the CEAT Career Fair to gather information on potential careers and employers.

SECOND YEAR STUDENTS

- Continue first-year activities.
- Meet with your advisor and CEAT Career Services to discuss your career goals and job search strategies. Learn where recent graduates are working.
- Make contact and develop relationships with faculty and professionals in your field of study. Use these contacts to build your network and develop references.
- Determine the training needed, growth rate, expected salary range, and possible locations for your desired career.
- Attend career development workshops to learn more about resume and cover letter writing, interviewing, and internships.
- Develop and enhance your skills through student organizations, Co-op, internships, and part-time employment.
- Build skills in areas of importance to employers including oral and written communication, teamwork, leadership, problem solving, and computer skills.
- Update your resume.
- Attend the CEAT Career Fair. Become familiar with companies recruiting on campus and their expectations.
- Subscribe to the OSU HIRE System to become eligible to interview for internships through on-campus interviews.

THIRD YEAR STUDENTS

- Continue second year activities.
- Meet with CEAT Career Services to discuss career goals and job search strategies.
- Thoroughly research the employers you are considering.
- Select elective courses that will broaden your academic foundation and expand your employment opportunities.
- Attend professional meetings and conferences.
- Participate in Co-op, or seek an internship, part-time or summer position that will enable you to gain experience in your field.
- Obtain information on graduate programs and entry requirements. Prepare for and take required exams for graduate school.
- Continue building your network of faculty and professional contacts.
- Hold a leadership position in a campus organization and serve on committees.
- Attend career development workshops to learn the most effective job search techniques.
- Polish your resume, cover letter and interview skills.
- Subscribe to the OSU HIRE System to become eligible for on-campus interviews.
- Attend the CEAT Career Fair and participate in appropriate campus interviews.
- Send thank-you letters after each interview.
- Take Fundamentals of Engineering (FE) exam.

FOURTH AND FIFTH YEAR STUDENTS

- Continue third year activities.
- Subscribe to the OSU HIRE System to become eligible for campus interviews.
- Attend job search workshops.
- Identify skills you have to offer employers.
- Prepare for interviews by utilizing the internet and other resources to research companies and opportunities.
- Buy an interview suit and leather portfolio.
- Meet with your advisor and CEAT Career Services on a regular basis to assess your job search strategies and to have your resume and cover letter reviewed.
- If considering graduate school, take appropriate admissions tests.
- Participate in mock interviews.
- Network with faculty, professionals and alumni in your field to develop job search techniques and opportunities.
- Participate in the CEAT Career Fair, networking receptions, and campus interviews.
- Write letters of inquiry to prospective employers, send follow-up letters, and make phone calls.
- Use your school breaks to conduct prospective plant tours and company visits.
- Send thank-you letters after each interview.
- Invest a little time each day in your job search. A productive job search will take at much time as a 3-credit hour course.
- Upon accepting a position, report employment to CEAT Career Services.
- Notify OSU HIRE System to withdraw your resume from further referrals.