# 4 Year Career Curriculum Guide

**AUBURN UNIVERSITY CAREER CENTER**

YOUR CAREER. OUR MISSION.

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## FIRST YEAR - FALL SEMESTER
- Enroll in core courses and take U1000 and/or U1050
- Meet with career counselor (walk-in) to establish needs
- Develop professional resume (see Resume Tip Sheet)
- Register with Tiger Recruiting Link (TRL) at [jobs.auburn.edu](http://jobs.auburn.edu)
- Attend Part-Time Job Fair and other career events
- Research organizations at [auburn.edu/stuorgs](http://auburn.edu/stuorgs) and attend O*Days
- Join at least one social and/or service club/organization
- Update social networking sites to private and maintain professional behavior (See Netiquette Tip Sheet)
- Other:

## FIRST YEAR - SPRING SEMESTER
- Schedule an appointment with career counselor to plan for summer and sophomore year
- Make an appointment with faculty member in major of interest to build network
- Meet with an academic or organization advisor
- Proactively meet peers to build interpersonal skills
- Attend Internship & Summer Job Fair
- Other:

## ELECTIVES
- Use InterviewStream (jobs.auburn.edu) to practice interview skills
- Take FOCUS to gain more personal insight and career direction at [auburn.edu/career](http://auburn.edu/career)

## THIRD YEAR - FALL SEMESTER
- Review academic plan as relates to career options
- Enroll in electives that will make you more competitive for the world of work
- Get a part-time job or internship in related field
- Research career options in relation to your interests, skills, values and goals
- Attend career fairs and job search seminars
- Other:

## THIRD YEAR - SPRING SEMESTER
- Conduct information interviews (see Informational Interview Tip Sheet), to network and gather information
- Attend career fairs and job search seminars
- Make employment/graduate school choices
- Continue to seek advice from faculty, advisors, and counselors
- Other:

## ELECTIVES
- Compile self-evaluation and qualifications
- Build professional wardrobe

## SECOND YEAR - FALL SEMESTER
- Enroll in career planning course (COUN 1000)
- Take Type Focus Assessments and Strong Interest Inventory to further identify values, interests and goals
- Schedule appointment with career counselor to discuss career questions and to develop a career plan
- Continue to be active in extracurricular activities and to develop interpersonal skills
- Join a career related and/or leadership development club
- Be mindful of your finances, creating a budget and avoiding debt
- Other:

## SECOND YEAR - SPRING SEMESTER
- Research specific careers and required qualifications
- Investigate the employment outlook for your options
- Attend career days and career seminars
- Check into and participate in co-ops or internships
- Other:

## ELECTIVES
- Get a job or internship related to field of interest
- Schedule mock interview to prepare for job and on-campus leadership position interviews

## FOURTH YEAR - FALL SEMESTER
- Complete course requirements for major
- Discuss career choice with advisor/career counselor
- Maintain contact with faculty and administrators
- Continue relevant work experience
- Join professional organization
- Attend career fairs and job search seminars
- Other:

## FOURTH YEAR - SPRING SEMESTER
- Schedule a mock interview
- Research specific information about employers
- Attend career fairs and job search seminars
- Update resume, have it reviewed and reload it into TRL
- Participate in on- and off-campus interviews
- Follow-up on job vacancy announcements
- Make career decision and prepare for employment
- Other:

## ELECTIVES
- Send resumes and inquiry letters to target employers
- Evaluate career employment options