

# UCI Career Center

## Career Planning Timeline



Welcome to UCI! Your time here will go by fast - before you know it, it will be time to buy your cap and gown. This timeline consists of recommendations for each year you spend at UCI.

You may not be able to do everything listed here, but by doing a few things from each section, you will prepare yourself for life after graduation and make your time at UCI an experience you will never forget.



100 Student Services I  
(Across from Starbucks)  
(949) 824-6881  
[www.career.uci.edu](http://www.career.uci.edu)  
Facebook Group:  
Career Center



2008-2009

## Freshman Year

explore...

### academics

#### Explore UCI

- ❑ Try different courses to help explore majors
- ❑ Read through the course catalog
- ❑ Meet professors
- ❑ Attend study skills workshops
- ❑ See an academic counselor

### career

#### Explore Career Ideas

- ❑ Find a part-time job on or off campus
- ❑ Attend Career Fest in February to learn more about various industries and jobs
- ❑ Attend a mock career fair to learn networking skills with real employers in a safe setting

### student life

#### Take Risks and Develop New Skills

- ❑ Get involved in residence hall activities, public service projects, and/or student organizations
- ❑ Nurture your hobbies
- ❑ Balance work and play
- ❑ Develop a peer group

## Sophomore Year

learn more...

### academics

#### Gain Specific Information

- ❑ Meet with your academic counselor to make sure you are on track to graduate on time
- ❑ Identify possible faculty advisors
- ❑ Choose a major (if you haven't yet)
- ❑ Investigate study abroad programs
- ❑ Talk with people in your major (get advice from juniors, seniors, and alumni)

### career

#### Collect More Information

- ❑ Read about careers
- ❑ Make an appointment with a career counselor
- ❑ Talk with professionals in several careers
- ❑ Attend resume workshops and develop your resume
- ❑ Meet with the Training & Leadership Development Coordinator
- ❑ Look for summer internships
- ❑ Attend career fairs
- ❑ Take a career assessment at the Career Center

### student life

#### Explore New Roles and Increase Involvement

- ❑ Learn about other cultures
- ❑ Find a leadership role in a residence hall or class project
- ❑ Volunteer for a committee of a community organization

# UCI Career Center

## Services

### ZotLink Online

Over 22,000 job and internship listings each year

### Take 10

10 minute drop-in career help and resume critiques  
Monday - Friday: 10am - 4pm

### Individual Career Counseling

One hour appointments with a career counselor regarding career planning, job search, grad school, etc.

### Career Assessments

Assessments that help students gather information for career decision-making

### Career Connections

Online directory of UCI alumni and other professionals in various professions that are available for informational interviews

### Career Library

An extensive collection of literature on careers, job search guides, and graduate school programs

### Pre-Law Advising

Attend a Pre-Law Advising workshop, meet with a career counselor, or browse through our resources

### Graduate & Professional School Selection

Get help all the way from graduate school selection to writing your statement of purpose

### LOR-Online (Letters of Recommendation Services)

Manage and store confidential letters of recommendation online

### UCDC and Sacramento Internship Program

Washington DC or Sacramento based internships for students of all majors and professions

### On-Campus Interview (OCI) Program

Interview at the Career Center with major employers for jobs or internships

### Vault Online Career Library

Browse career guides, company profiles, career advice, industry profiles, message boards, and more

## Junior Year

take action...

academics

### Broaden Your Experience

- ❑ Supplement your major courses with classes in public speaking, business communication, accounting, statistics, etc. Employers like to see knowledge and experience in these areas
- ❑ Study abroad
- ❑ Research graduate schools, if applicable for your career plans
- ❑ Explore and consider research opportunities
- ❑ Attend the Grad School Day fair

career

### Test Career Options

- ❑ Develop a general awareness of career options
- ❑ Become familiar with job settings & descriptions
- ❑ Talk with a career counselor about your plans
- ❑ Find an internship in your career interest
- ❑ Attend career fairs and Career Fest
- ❑ Update your resume
- ❑ Conduct informational interviews using the Career Connections directory

student life

### Take Risks and Develop New Skills

- ❑ Run for an elected student office/position
- ❑ Apply for an RA or peer advisor position
- ❑ Work in an office to build basic skills
- ❑ Volunteer for a service project

## Senior Year

prepare for the next step...

academics

### Gain In-Depth Experience in Your Field

- ❑ Research and apply to graduate schools
- ❑ Work on a research project with a professor
- ❑ Prepare your transition from college to the workplace

career

### Solidify Your Career Choice

- ❑ Attend workshops on job search strategies, interviewing, mock interviews, and applying to graduate school
- ❑ Meet with a career counselor to develop your job search and discuss future career plans
- ❑ Attend career fairs and Career Fest
- ❑ Research and develop a target list of potential employers
- ❑ Attend Meet the Recruiter sessions
- ❑ Participate in the On-Campus Interview (OCI) program

student life

### Make Commitments

- ❑ Project financial needs and set a realistic budget
- ❑ Think about what is most important during your first year after graduation: ideal work, lifestyle, proximity to friends and family, values, and long term goals
- ❑ Join a professional organization