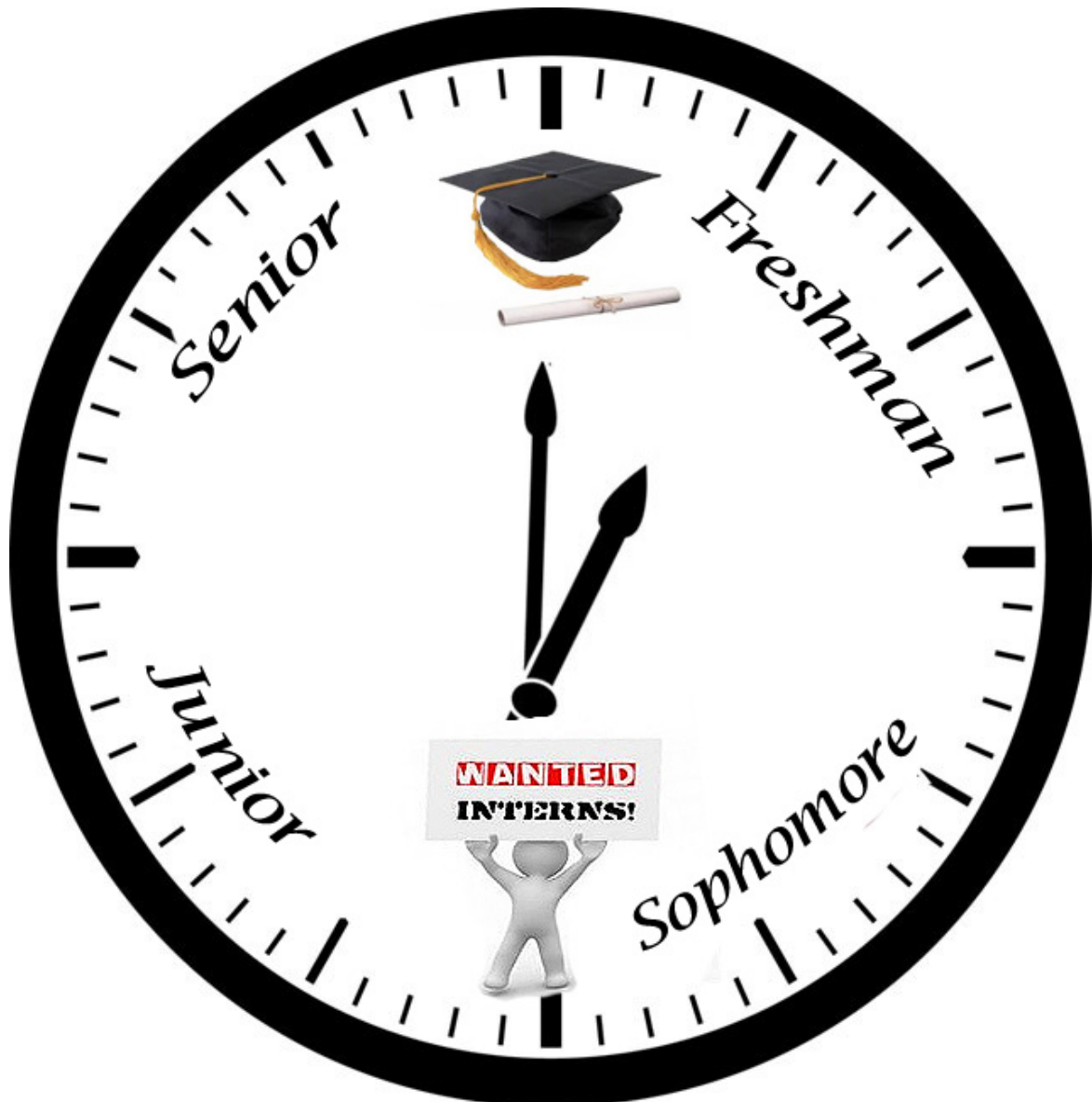


Career Clock



The Career Clock was created with your career needs in mind. It is a tool to guide you throughout your four academic years. To help direct you, we have listed specific tasks associated with each academic year. We encourage you to complete all the tasks associated with your academic year and to repeat steps when needed.

FRESHMEN

Welcome to Bowie State University!

Transitioning to college life from high school can be very exciting! The Career Clock's focus for the first year is on exploring academic and career interests and selecting your major. Choosing a major involves several steps that include getting to know yourself, understanding your skills, interests and personal preferences, determining your work-related values, and narrowing your list of possible major choices.

This year, take time to get to know your professors and your advisor. Most importantly, visit the Career Development Center (CDC). We can offer you personalized attention to help you with this major decision.

CAREER PLANNING

- Identify your skills, interests, personal preferences and work-related values. Take advantage of the career assessments offered by the CDC.
- View the “Choosing a Major” website page available at:
<http://www.bowiestate.edu/CampusLife/career/Students/ChoosingAMajor/>
- View the “Explore Occupations & Industries Related to Your Major & Interests” web page to find resources on various occupations and majors.
- Begin self-directed exploration of specific occupations in which you have an interest by using the links found on the CDC website.
- Visit the academic departments for the majors that interest you and meet with faculty to ask questions.
- Create your SIGI profile to take online assessments and explore occupations. Make an appointment with a career counselor to get access to this system.
- Register to use **Bulldogs4Hire**, the job and internship database.
- Attend Career / Job Fairs to further explore specific occupations.
- Start building your professional wardrobe.
- Meet with a career counselor.
- Find a job in your prospective field.

SOPHOMORES

By your second year, you should have a better understanding of your academic interests. If you have some uncertainties or are unsure about specific academic requirements, be sure to schedule a meeting with your academic advisor.

The Career Clock focus for the sophomore year is to begin researching and testing all of your possibilities and connecting with professionals in the industry of your choice. To stay on track of your career clock you must become actively involved in your academic planning and career development. If necessary, revisit tasks from your freshman year.

CAREER PLANNING

- If you are still undecided about your major, schedule an appointment with a career counselor. In addition, make an appointment to visit advisors in your major of interest.
- Visit the Career Development Center and ask about resources to help you clarify your skills, interests, and values.
- Explore the resources in our Career Resource Library and on our website. Check out the *Choosing a Major* and the *Explore Occupations and Industries* pages on the CDC website.
- Talk with a career counselor about the kind of skills needed for a particular occupation, how to connect with professionals in an area of interest, where to locate job shadowing opportunities, and how to conduct an informational interview.
- Talk with your academic advisor to find out if you need to complete a special application and make yourself aware of any deadlines and specific requirements that may be needed for your intended major.
- Consider completing an internship to gain experience. Log onto ***Bulldogs4Hire*** to identify opportunities.
- Continue to explore and research possible career fields as well as job trends within those fields via the *What Can I do with My Major* database and the *Vault Career Insider* and the *Ferguson's Facts on File* online resources.
- Learn about, join and become involved in student organizations and major-related clubs. Seek out leadership positions within these organizations.
- Attend Career / Job Fairs to further explore specific occupations and gather information about internship opportunities.
- Find a job that can offer you greater exposure to your chosen field. If that's not possible, then volunteer with an organization related to your career goals.

JUNIORS

Your junior year is the time to get moving! It is now time to concentrate on your career goals and begin building your credentials. This year, the Career Clock's focus is to take advantage of opportunities to network with possible employers, gain additional experience in your field, and delve into your major coursework. Another important task for your junior year is to consider developing a graduate/professional school or employment plan and set achievable goals for yourself that will lead to success.

CAREER PLANNING

- Create a resume and cover letter and have them critiqued by a career counselor.
- Take advantage of “career” related options such as internships, volunteer opportunities, job shadowing, etc.
- Identify your strengths, weaknesses, values, skills and work environment preferences. Use this knowledge to help identify and/or eliminate potential employers.
- Begin networking and making professional connections.
- Get involved in a professional organization related to your career field. Inexpensive student memberships are often available. Ask a professor for recommendations or visit the CDC to identify an appropriate organization.
- Conduct informational interviews with professionals to find out how they prepared for their jobs, their view of the job market and advice that could help you succeed. Visit our website for helpful tips on how to conduct successful informational interviews.
- Start building your “professional” wardrobe. If you need some help in this area, stop by the CDC and pick up your copy of “Dressing for Success.” Also, check out the additional resources found on the CDC webpage.
- Attend Career / Job Fairs to gather information about internship opportunities and network with employers.
- Participate in the Practice Interview Program to sharpen your interviewing skills.
- Update your *Bulldogs4Hire* profile.
- Obtain test dates for graduate / professional school entrance examinations. Take the test in the summer so you can be considered for early admission.
- Arrange for faculty members, administrators and former supervisors to write letters of recommendation for both job and graduate school applications.

SENIORS

Seniors, hopefully you've followed your career clock and are prepared to leave your college career behind to enter the exciting professional world or work! Now is the time to get out there and find that great job or to make preparations for graduate school. Although it is your senior year, there are still a few items on your career clock that need attention. For late starters, there is still time to gain work and volunteer experience, network with employers, and perfect your interviewing and resume writing skills. Don't delay, for soon it will be graduation.

CAREER PLANNING

- Ensure that your interview attire is ready to go. If you need some help in this area, stop by the CDC and pick up your copy of "Dressing for Success." Also, check out the additional resources found on the CDC webpage.
- Schedule at least one practice interview to fine tune your interviewing skills.
- Review sample resumes and cover letters in the Career Resource Library or have your existing resume and cover letters critiqued by a career counselor
- Update your *Bulldogs4Hire* profile.
- Take advantage of all networking opportunities.
- Begin applying to potential employers. Remember to allow at least four months to conduct your job search.
- Complete applications for graduate or professional school early! Take any required tests needed. Admission decisions will be made during April and May.
- Attend career related workshops and presentations.
- Join and become involved in professional organizations related to your area of interest.
- Attend CDC sponsored job fairs as well as other job fairs and career expositions within the area.
- Participate in the On-Campus Recruitment program. For a list of employers coming to campus, visit *Bulldogs4Hire*.
- Notify the Career Development Center of job offers and acceptances.



The Career Development Center * Student Center, Third Floor * 301-860-3825
careerdevelopment@bowiestate.edu
<http://www.bowiestate.edu/campus-life/the-career-development-center/>