

Sophomore

Career Development Checklist



Research options/test paths – Explore

Begin to explore majors and career options more seriously.

- Review the Freshman Checklist for any items that need follow-up. Reminder – resources may be found at **hireobugrads.com**.
- Update your resume (with your summer activities) and have it critiqued by the career development office. (Optimal Resume)
- Review and update your LinkedIn profile.
- Attend the annual LinkedIn Seminar to be sure you are building a great profile.
- Review your progress in learning the skills employers look for in new hires; the top four being critical thinking/problem solving, oral/written communications, teamwork/collaboration, and professionalism/work ethic.
- If still deciding on a major or what you can do with the one you have declared, visit the Career Development website and checkout “What can I do with this Major?” to explore career options within different majors. Research the training needed, growth rate, expected salary range, and possible locations for your desired career.
- Research various occupations in the *Occupational Outlook Handbook* (www.bls.gov/ooh/).
- Meet with your advisor to discuss your career goals and job search strategies. Learn where recent graduates are working.
- Make contacts and develop relationships with faculty and professionals in your field of study. Use these contacts to build your network and develop references.
- Attend career development workshops to learn more about résumé and cover letter writing, interviewing skills, and internship opportunities.
- Develop and enhance your skills and marketability through student organizations, internships, and part-time employment.
- Become familiar with employers recruiting on-campus and their expectations. Attend information sessions and workshops where employers are speaking.
- Review often career fair and workshop opportunities listed on the OBU Career Portal. You may apply for internships, jobs, and RSVP for events.
- Put together an interview outfit. You can accomplish this by attending a JC Penney SuitUp Event.
- Review and clean up any social media information about you that a potential employer may see.