

CAREER SUCCESS CHECKLIST

FRESHMAN YEAR

- Visit the Albers Placement Center to learn about their resources and services
- Join a business student organization or club
- Join the Albers Undergraduate Leadership Development Program to gain leadership experience
- Get a part-time, workstudy, or summer job to start getting work experience
- Access your profile on the Redhawk Network and get familiar with the website (www.seattleu.edu/redhawknetwork)
Keep profile updated on a regular basis so employers have your accurate information
- Take the CareerLeader online assessment to explore various business career fields that match you (available at the Albers Placement Center)
- Start researching different occupations and companies
 - research company websites
 - www.vault.com
 - library resources
 - Puget Sound Business Journal
- Attend the Etiquette Dinner
- Work hard academically so you can put a strong GPA on your resume

SOPHOMORE YEAR

- Start thinking about getting an internship this year or in the summer and taking steps to prepare
- Make an appointment with a career advisor in the Albers Placement Center to have your resume and cover letter reviewed, to discuss the internship search process, and/or to practice interviewing
- Attend the Business Career Fair in the fall quarter to meet and interact with company recruiters and to learn about internship opportunities
- Continue researching companies and industries by attending Company Information sessions. Make a list of 15-20 prospective companies or careers in which you are interested and want to learn more
- Join a business student organization or club if you haven't already done so
- Attend the university-wide Internship Fair in the winter quarter
- Buy a professional suit. This will come in handy for interviewing for internships and eventually jobs
- Participate in company resume reviews and/or mock interviews through the Albers Placement Center to meet recruiters and hone your skills
- Attend the Career Expo in the spring quarter to interact with company representatives and find out about internship opportunities
- Attend career related workshops put on by the Albers Placement Center throughout the year to assist you in your career development

JUNIOR YEAR

- Try to obtain multiple internship opportunities between now and graduation to build your resume and experience
- Utilize the following resources to search for internship opportunities:
 - Redhawk Network
 - weekly emails from APC
 - www.indeed.com
 - APC career advisor
 - family and friends
 - professors
 - student organizations
 - websites of companies you're interested in
- Pay attention to companies who are coming to do on-campus interviews and apply for their internship opportunities
- Get business cards made (available at the Albers Placement Center)
- Attend the Business Career Fair in the fall, Internship Fair in the winter and the Career Expo in the spring
- Run for an officer position in a student organization or get a leadership position on campus
- Keep your resume and cover letter updated; continue to meet with a career advisor to review and update your documents
- Make sure that you have a professional presence on your social networking sites such as Facebook
- Continue to participate in company resume reviews and/or mock interviews through the Albers Placement Center to meet recruiters and hone your skills
- Work on building your network (see Networking and Informational Interviewing Guide from the APC)
- Attend networking events or industry forums put on by student organizations, major departments, or the APC

SENIOR YEAR

- Participate in the Albers Mentor Program
- Attend the Business Career Fair in the fall to learn about job opportunities upon graduation
- Keep your resume and cover letter updated; continue to meet with a career advisor to review and prepare your documents for job searching
- Plan to spend time on your job search (it's never too early to start preparing). Talk to a career advisor for guidance.
- Create a profile on LinkedIn.com to help you build your network. When you graduate, you can join the Seattle U Alumni Group on LinkedIn to connect to over 2,000 alumni
- Conduct informational interviews with contacts who are in companies or careers in which you are interested
- Pay attention to companies who are coming to do on-campus interviews and apply for their job opportunities
- Attend the Career Expo in the spring quarter to interact with recruiters and find out about full time job opportunities
- Attend networking events or industry forums put on by student organizations, major departments, or the APC
- Have fun—college will be over before you know it!