Career development is a process; it will take time and effort on your part, but your investment will likely result in a meaningful career. Employers and graduate programs want to see a history of active engagement and skill development, so invest time in learning about occupations and the skills you’ll need to succeed early on!

The following is a suggested list of activities to pursue during each year of study. We also recommend speaking with a career counselor to help clarify your goals and begin mapping out an action plan.

### Freshman (Discovery & Awareness)

- Stop in to the Fleishman Center in UU 133 and ask about services and resources
- Assess your interests, skills and values using FOCUS 2, then meet with a career counselor to discuss majors and career options that fit your interests, personality and values
- Begin using hireBING, the Fleishman Center web-based recruiting and career information system to learn about different career fields; search for student employment opportunities posted through the system
- Improve your writing skills (a skill employers want most); visit the Writing Center (LN 2412) for assistance
- Participate in a club, group or on a team; take responsibility for an activity within that organization
- Gain self-awareness by volunteering in an activity of interest. The Center for Civic Engagement (CCE) can help you identify opportunities.
- Explore summer job opportunities to develop new skills
- Utilize the Binghamton University Alumni Association Professional Network on LinkedIn, to tap alumni for networking and career research purposes.
- Plan for internships and overseas programs in your academic program by visiting the Office of International Programs, located on the ground floor of Bartle Library, LNG 300.
- Prepare a first resume using the Fleishman Center resume writing resources
- Create a LinkedIn profile; use the Fleishman Center website for guidance and watch the Grad Guide videos at the bottom of that page
- Interview individuals working in fields of interest; use the Binghamton University Alumni Association Professional Network on LinkedIn and the Networking and Informational Interviewing for tips
- Obtain a summer job or internship to test a career interest
- Job shadow an alum in a career field of interest; Harpur students can investigate the Liberal Arts to Careers Externship (LACE) program for externship opportunities
- Attend the Fleishman Center’s Job & Internship Fair each semester
- Sign up for a mock interview so you may practice your skills in preparation for internship and/or student leadership opportunities
- Make an effort to get to know one or two professors – you may need letters of recommendation some day!
- Participate in classes and in activities sponsored by your academic department

### Sophomore (Assessment & Exploration)

- Meet with a staff member during Walk-in Advising Hours to narrow down choices of majors
- Seek a part-time job or volunteer in an area related to your interests
- Continue career exploration through the Fleishman Center Library Resources and internet resources
- Run for office or seek a leadership role in a club or organization of interest
- Have your resume reviewed during Walk-in Advising Hours or create a resume using the Center’s resume writing resources
- Create a LinkedIn profile; use the Fleishman Center website for guidance and watch the Grad Guide videos at the bottom of that page
- Interview individuals working in fields of interest; use the Binghamton University Alumni Association Professional Network on LinkedIn and the Networking and Informational Interviewing for tips
- Obtain a summer job or internship to test a career interest
- Job shadow an alum in a career field of interest; Harpur students can investigate the Liberal Arts to Careers Externship (LACE) program for externship opportunities
- Attend the Fleishman Center’s Job & Internship Fair each semester
- Sign up for a mock interview so you may practice your skills in preparation for internship and/or student leadership opportunities
- Make an effort to get to know one or two professors – you may need letters of recommendation some day!
- Participate in classes and in activities sponsored by your academic department
Consider opening a credentials file through Interfolio to store your letters of recommendation.
Consider studying abroad during your junior year
If you have a major, join at least one professional organization associated with it to make contact with and learn more about possible career fields
Keep your grades up

Junior (Testing Career Decisions)

- Ensure that your academic program meets course requirements in the major and includes flexibility for added courses such as computer applications, languages, or technical writing
- Meet with staff during Walk-in Advising Hours to set goals and develop an action plan for your career
- Job shadow an alum in a career of your choice; talk with more alumni to develop a network
- Gather letters of reference for your Interfolio credentials file
- Participate in another career-related work, internship or volunteer experience to expand your skills
- Revise and fine-tune your resume and learn interviewing skills through Career Center programs
- Explore employment options at the Job & Internship Fair each semester
- Research graduate school and financial assistance; prepare for GRE, GMAT, LSAT, or MCAT
- Utilize hireBING, to identify internships and career fields
- Study abroad
- Update your LinkedIn profile and use the resource to network with professionals and search for internships
- Get involved with research opportunities through your academic department
- Practice interviewing skills for future employment/graduate school through Fleishman Center programs
- Research employers in fields of interest
- Continue or expand leadership activities in organizations

Senior (Job Search/Grad School Decisions)

- Participate in The Fleishman Center special events: Job & Internship Fairs, Graduate School Fair, Law Day, Mock Interviews and Etiquette Programs
- Meet with a staff member during Walk-in Advising Hours to discuss where to begin with your job search or graduate school application process
- Update your LinkedIn profile and use the resource to network with professionals and search for jobs
- Gather letters of reference for your Interfolio credentials file
- Learn job search skills in the Fleishman Center programs in order to implement a proactive job search
- Have your resume and cover letter reviewed and participate in mock interviews
- Take graduate admissions tests
- Use hireBING to apply for positions and participate in On-Campus Recruiting
- Network with people in your area of interest by attending programs, events and using the Binghamton University Alumni Association Professional Network on LinkedIn
- Apply to graduate schools
- Practice interviewing skills for the employment or graduate school interview through Fleishman Center practice interview programs

Three Aspects of Campus Life Help You Prepare for Your Future

<table>
<thead>
<tr>
<th>Academics</th>
<th>Extracurricular</th>
<th>Personal</th>
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<tbody>
<tr>
<td>Choose a major you enjoy and do well in</td>
<td>Explore interests and develop a history of involvement</td>
<td>Develop effective self management skills</td>
</tr>
<tr>
<td>Choose electives wisely</td>
<td>Join and participate in campus organizations</td>
<td>Be active, not passive</td>
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<tr>
<td>Enrich with research, independent study, field work, study abroad</td>
<td>Be an intern or volunteer</td>
<td>Take risks to stretch skills</td>
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<tr>
<td>Participate in classes and in department activities</td>
<td>Seek leadership positions</td>
<td>Take the initiative</td>
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<tr>
<td>Keep your grades up</td>
<td>Become involved in team work and committees</td>
<td>Seek opportunities to interact with people from different backgrounds</td>
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<td></td>
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<td>Recognize opportunity</td>
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