

## **BPA Student Professional and Career Development Timeline**

What should you be doing during each year as a student in the School of Business and Public Administration at CSUB? The checklist below is intended to serve as a guide that will help to keep you organized and focused as you create the professional and career development plan that is right for you.

### **Freshman Year**

- Meet your academic advisors.
- Commit yourself to strong academic performance.
- Take career assessments, like SIGI 3, to learn about which careers might best suit your strengths.
- Use the Occupational Outlook Handbook and IBIS World to learn about predicted trends for careers and industries.
- Review the majors and concentrations offered by BPA.
- Draft your resume and ask a career counselor for feedback.
- Create a complete profile in Handshake and make your profile public.
- Read the weekly BPA Career Development Newsletter.
- Attend the Volunteer and Career Fairs coordinated by CECE each semester.
- Attend the Growing Opportunities Career Fair hosted each spring semester.
- Apply for summer volunteer or internship experiences.
- Check out the BPA student clubs and organizations.
- Begin networking at campus events; attend a professor's office hours.
- Request the "Interview A Professional" template from the BPA Advising and Student Services Office for the template and ask a local professional if you can conduct an informational interview with them about their career.

### **Sophomore Year**

- Choose your major (Agricultural Business, Business Administration, Economics, Environmental Resource Management, or Public Policy Administration), declare your concentration, and discuss your ambitions with a professor who might begin to serve as a mentor.
- Join a BPA student club or organization and attend its campus events.
- Continue to read the BPA Career Development Newsletter and to attend volunteer/career fairs and BPA-sponsored events held on campus.
- Start attending professional development workshops on topics like resume writing, interviewing techniques, successful networking coordinated by BPA and CECE.
- Apply again for summer volunteer or internship experiences.
- Revise your resume and ask a career counselor for feedback.
- Meet with a BPA advisor to check on your academic progress.
- Ask a local professional in your industry of interest if you can job shadow them for a day.
- Identify the internships you would like to submit applications to for summer.
- Request a mock interview at CECE.
- Check for career event announcements in Handshake.

## Junior Year

- Apply for internship opportunities held throughout the year; regularly read the BPA Career Development Newsletter and check Handshake and company websites for internship postings.
- Enroll in a second course with a professor in whose course you did well during your freshman or sophomore year.
- Start thinking about which professors you might ask to serve as a reference for an upcoming internship experience.
- Attend all career fairs held on campus.
- Revise your resume and join LinkedIn; create a LinkedIn profile.
- Start collecting pieces of professional attire to wear during interviews.
- Review guidelines on etiquette and professionalism.
- Conduct additional informational interviews and continue networking.

## Senior Year

- Check websites and the BPA Career Development Newsletter regularly for job postings and begin applying for jobs.
- Research companies you would like to work at upon graduation.
- Attend all career fairs held on campus.
- Stay in touch with the network you created for yourself during the three previous years.
- Revise your resume and schedule an appointment with a career counselor for feedback.
- Schedule a mock interview with CECE.
- Send thank you cards to professors you worked with anyone who may have mentored you during your time at CSUB.
- Inform yourself about how and what to negotiate when you receive a job offer; schedule an appointment to meet with the BPA Internship and Career Development Coordinator or CECE.
- Inform the BPA Internship and Career Development Coordinator that you have accepted a job offer.
- Connect with the CSUB Alumni Association to stay informed about events on campus!