SEAS First Year Career Preparation Checklist

Goal: Adapting to life at UVa
Get to know yourself, including your extracurricular activities and academic interests

Exploration

✓ Get acquainted with the SEAS community. Faculty, staff, and your classmates are a GREAT resource for information on career fields.
✓ Get involved! Explore student organizations that intrigue you and relate to your potential career interests.
✓ Talk with 3rd and 4th year students about their majors, favorite classes, and previous summer jobs or internships.
✓ Follow the 5 tips for exploring majors and 4 tips for exploring careers on our website: http://www.seas.virginia.edu/admin/careerdev/exploration.php
✓ Take notice of the people who are doing work that interests you and conduct informational interviews with them.
✓ Consider taking a career assessment such as the Myers Briggs Type Indicator or Strong Interest Inventory.
✓ Research different career fields using online and print resources at CECD.
✓ Find out where UVa alumni have been employed by searching the Alumni Directory (ask us how!).
✓ Make time for thoughtful career exploration and attempt to define your interests, skills, and values. Speaking with family and friends can be a great way to get helpful feedback and insights.

Preparation

✓ Convert your high school resume to a professional college document.
✓ Bring your resume to walk-in advising hours (Mon. & Tues., 1:30-3 and Wed. & Thurs., 9:30-11) for review and feedback. Schedule an appointment if walk-in hours conflict with your course schedule.
✓ Learn about the internship search process.
✓ Begin searching for summer opportunities in Handshake.

Fall Action

✓ Meet with a career counselor to discuss your career interests, goals, and development. To schedule an appointment, use the Appointments section in Handshake.
✓ Check your email regularly, as well as the Events calendar in CAVLink and the LCD screens found in Thornton A-Wing to ensure you receive current information about services, workshops and programs, employer sessions, and events! CECD sends out weekly emails with current events as well as promotions, with information about useful workshops and job postings.
✓ Become familiar with the CECD website. Here you will find numerous resources for all things related to the career development and search process.
✓ Discuss majors and career options with faculty members, your advisor, career counselors, alumni, and upper-class students.
✓ Attend the Fall Engineering, Science & Technology Career Fair in September. Network with approximately 150 employers from across the country!
✓ Attend the SEAS Open House in October and talk to faculty members and students regarding majors and career opportunities.
Spring Action

- **Keep exploring majors.** Attend SEAS Major’s Day and career/major exploration workshops and panel discussions.

- **Research and secure work experience for the summer.** It is possible to get an internship the summer after your first year though it typically requires networking, advance research and perseverance!

- **Learn how to network and cultivate mentors.** CECD can connect you with UVa Alumni and engineers in the industry.

- **Attend the Spring Engineering, Science & Technology Career Fair** (held in February).

- **Choose your major!**

- **Stay connected with CECD through social media and review your online presence.**
  - Ensure that your online identity is professional. Use privacy protections for social networking sites and polished content that is appropriate for public viewing.
  - Follow us on Twitter (@uvaseascareers) as well as companies you are interested in.
  - Like CECD on Facebook (/seas.cecd) and receive once-a-day updates in your news feed about events, as well as career tips and advice.
  - Follow any or all of our Pinterest boards (/uvacecd) for helpful infographics, career advice, and current employer and recruiting trends.

Reflection

- In order to develop confidence in meeting your academic and career goals, take time at the end of each semester to consider courses, activities that support your interests and developing career goals.

- Make the most of your meetings with University faculty advisors to be sure your courses are aligned with these goals.

- Review the bullets above to see if there is anything else you need to complete.