

Freshman

Career Development Checklist



Ask questions, explore your options - Assess

Be involved in assessing your skills, interests, and abilities. You will accomplish this through finding success (or failure) in courses you take, involvement in campus activities, and through discussions with friends and faculty.

- Identify campus resources and get to know OBU and the Shawnee community.
- Become familiar with the OBU Career Development web pages (home page hireobugrads.com) and services provided by the OBU Career Development staff.
- 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.
- Scan the [Occupational Outlook Handbook](http://www.bls.gov/ooh/), (www.bls.gov/ooh/) which contains information on hundreds of occupations.
- Register for the [OBU Career Portal](http://hireobugrads.com), (link may be found at hireobugrads.com) the centralized job posting and on-campus career event system. You may also fill out an interest assessment.
- Use [Optimal Resume](http://hireobugrads.com), (link may be found at hireobugrads.com) to write a résumé and have it reviewed by the Career Development staff.
- Establish relationships with faculty members, academic advisors, peers, deans, staff, and administrators.
- Develop skills in time management, goal setting, and study habits.
- Set a desired GPA each semester and strive to reach it. Visit the Milburn Center to help you stay on track.
- Review the skills (competencies) employers want and think about how you will acquire these skills before graduation. Visit your career development website for information on those skills.
- Identify and join student organizations or volunteer activities that will provide leadership opportunities, enable you to explore interests and build skills, and build your resume.
- Obtain relevant work experiences through internships, volunteer work, part-time jobs, and summer jobs.
- Attend career development workshops.
- Attend Career Fairs to gather information on potential careers and employers.
- Get a professional e-mail address and begin to build your LinkedIn profile.