

## 4-Year Guide: Career Planning and Job Searching

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**D**on't be limited by these guidelines. If you are ready, feel free to proceed to a step that isn't listed under your year. For more information about all of these steps, visit the Career Center in Garland Hall (3<sup>rd</sup> Floor) or our website at [www.jhu.edu/careers](http://www.jhu.edu/careers).

### Freshman Year

- Register for a Career Center Account to access the job and internship listings and a weekly e-newsletter.
- Visit the Career Center library- 3rd Floor Garland Hall. Review books about many career fields, internships, graduate school, and the job search.
- Review the Career Center web site at [www.jhu.edu/careers](http://www.jhu.edu/careers) for career and job search resources including lists of fellowships and academic awards.
- Attend the JHU Fall Career Fair in September and the Science and Technology and Public Service Career Fairs in February to explore a variety of employers.
- Attend Career Center courses about resumes, cover letters, internships, and interviewing skills.
- Draft a resume and bring it to the Career Center for review.
- Unsure about your major or career field? Make an appointment with a career counselor to discuss career counseling and assessment testing.
- Attend career panels and presentations for career and employer information.
- Apply for SDS internship stipends, Edge internships, the Robins grant and other alumni-sponsored programs.
- Complete and submit the Recruiting Services Agreement to the Career Center to access resume labs, mock interviews, and employer contacts through your Career Center Account.

### Sophomore Year

#### Fall

- Complete and submit the Recruiting Services Agreement form to the Career Center to access resume labs, mock interviews, and employer contacts through your Career Center Account.
- Review materials about January career related courses and trips (Wall Street, International Relations, etc.)

#### Fall and Spring

- Fall and Spring- Update your Career Center Account to show changes to your job/internship search status, GPA, citizenship, and class standing.
- Update your resume to include internships or research experience.
- Revise your resume to include the skills and experience you are developing through extracurricular activities.
- Browse the HopkinsNet Alumni Network, <http://hopkinsnet.jhu.edu>, to find alumni who are working in fields of interest to you.
- Email alumni for advice about specific career fields.
- Ask for advice from faculty during office hours. Begin to develop a relationship with professors for guidance and recommendations.
- Attend the JHU Fall (September) Career Fair and the Spring (February) Science and Technology and Public Service Career Fairs. Also attend career fairs at other colleges.

#### Spring

- Attend the Career and Internship Connections Fairs held in New York City, Washington D.C., Boston and Chicago in January.
- Apply for SDS internship stipends, Edge internships, the Robins grant and other special alumni-sponsored programs. Deadlines begin in early January.
- Prepare to study abroad in your Junior Year. Before you go, meet with a career counselor to learn how to access career resources while overseas.

## Junior Year

### Fall

- Complete and submit the Recruiting Services Agreement form to the Career Center to access resume labs, mock interviews, employer contacts and on-campus interviews through your Career Center Account.
- Check deadlines for internships – many prominent national programs have Fall deadlines.
- Update your resume and have it reviewed by the Career Center.
- Review materials about January career-related courses and trips (Wall Street, International Relations, etc.)

### Fall and Spring

Attend the JHU Fall (September) Career Fair and the Spring (February) Science and Technology and Public Service Careers Fairs. Also attend careers fairs at other colleges.

- Attend the Career and Internship Connections Fairs held in New York City, Washington D.C., Boston and Chicago in January.
- Meet with a career counselor to discuss your plans for the summer and after graduation.
- Research and apply for internships that provide significant experience in your chosen career field.
- Contact alumni and others through professional associations to continue your research on careers.
- Polish your interview skills by taking advantage of mock interviews.
- Update your Career Center Account to show changes to your job/internship search status, GPA, citizenship, and class standing.

### Spring

- Consider applying for SDS internship stipends, Edge internships, the Robins grant and other special alumni-sponsored programs. Deadlines begin in early January.
- Prepare to apply for Graduate/Professional School. Research deadlines and program requirements.
- Continue to develop a relationship with professors for guidance and recommendations.

## Senior Year

- During the summer before Senior year, seek out alumni in your preferred career fields for advice about the careers and the job search.
- Complete and submit the Recruiting Services Agreement to the Career Center to access on-campus interviews, resume drops, resume labs, mock interviews, and employer contacts through your Career Center Account.
- Update your resume and have it reviewed by the Career Center.
- Review the list of employers recruiting on-campus and submit resumes via your Career Center Account to those that interest you.
- Attend alumni panels and employer presentations.
- Attend the JHU Fall (September) Career Fair and the Spring (February) Science and Technology and Public Service Career Fairs. Also attend career fairs at other colleges.
- Continue developing contacts through alumni (HopkinsNet) and professional associations.
- Meet with a career counselor to discuss your plans for after graduation - employment and/or graduate/professional school.
- If your plans change and you want advice about a new direction, make an appointment to meet with a career counselor.
- Ask for advice about evaluating and negotiating job offers.
- Update your Career Center Account to show changes to your job search status, GPA, citizenship, and class standing.