



CAREER AND JOB SEARCH TIMELINE

FRESHMAN ACADEMIC FOCUS

- Establish strong academics.
- Explore majors and minors if you're undeclared. (Complete FOCUS 2!)
- Visit Career Services to get familiar with the office.
- Create career goals and talk about them with an adviser.
- Attend the Major Expo and Career Week.
- Review the course bulletin if you have decided on a major.
- Develop your profile on Handshake.
- Follow Career Services on social media.
- Start to assemble your resume.
- Have your resume reviewed by Career Services, upload into Handshake.
- Build a work history with part-time employment.
- Research possible internships.
- Explore clubs and student organizations.
- Establish yourself in Superior Edge, or pursue resume building opportunities.

SOPHOMORE SOLIDIFY MAJOR/CAREER

- Narrow your choices for a major and a minor.
- Research possible occupation(s), identify desirable candidate characteristics, set goals.
- Attend the annual job fairs to network with employers.
- View job postings in Handshake.
- Investigate possible internships.
- Expand your comfort level with emerging technologies.
- Check in with Career Services.
- Attend Career Week events.
- Attend the Study Abroad Fair.
- Begin building your networking contacts, create a LinkedIn profile.
- Use LinkedIn's Find Alumni Tool for career exploration.
- Begin to tailor your part-time and summer employment to the career field in which you are interested.
- Continue adding resume building experiences, to include meeting Superior Edge requirements.

JUNIOR GAIN EXPERIENCE

- Make a resume review appointment with Career Services.
- Join student and professional organizations related to your field.
- Develop leadership skills; seek leadership positions with a student group or organization to which you belong.
- Volunteer, especially in opportunities related to your field.
- Investigate or complete an internship.
- Attend the annual job fairs.
- Learn about the on-campus interview process.
- Research specific careers, companies, and/or graduate schools which interest you.
- Practice your interview skills —set up a mock interview with Career Services.
- Consider a job shadow experience to observe someone working in your career field.
- Attend the Study Abroad Fair.
- Keep your Handshake profile and resume up-to-date.
- Continue adding resume building experiences, to include meeting Superior Edge requirements.

SENIOR JOB SEARCH/PREPARATION

- Make a resume review appointment with Career Services.
- Update your resume in Handshake.
- Attend all job fairs.
- Make sure you know which employers are recruiting on-campus.
- Set up job search alerts in Handshake.
- Complete an internship.
- Stay organized with deadlines for applications and graduate schools.
- Practice your interviewing skills.
- Prepare your "elevator speech."
- Continue to research potential employers.
- Update your LinkedIn profile and join the NMU Alumni LinkedIn group to begin connecting with alumni.
- Stay connected with NMU professors, advisers, and others.
- Identify references for employment and graduate school opportunities.
- Make sure you complete all edges in Superior Edge.

**CAREER
SERVICES**

3302.3 C.B. Hedgcock * (906) 227-2800 * careers@nmu.edu * www.nmu.edu/careerservices
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