Career Development Checklist
For Academic Advisors

Please encourage your advisees to be proactive in moving through the career planning process and refer them to the Office of Career Services for any related questions and assistance. You may utilize this Career Development Checklist to guide students through career planning steps that align with major exploration.

Year 1 - Discover

FALL
- Visit Career Services to discuss career options and interests
- Seek out mentors to explore career resources and information
- Identify skills, abilities, and personal values
- Meet with a career advisor to relate interest to possible majors and careers
- Attend Resumania and career panel programs and utilize Career Services walk-in hours (1:30pm – 4:00pm)
- Attend Making Connections during Winter break to meet alumni and gather information

SPRING
- Connect with alumni about majors/careers using TrinityConnect
- Investigate career-related summer volunteer work, internships and p/t jobs
- Attend résumé and career exploration programs and utilize walk-in hours (1:30pm – 4:00pm)

Year 2 – Grow

FALL
- Talk with faculty and students in disciplines of interest
- Read about careers and industries of interest
- Meet with a career advisor to discuss the career planning process
- Create a résumé and have it reviewed by Career Services
- Create a LinkedIn and Hire-a-Tiger profile; upload your résumé to both
- Volunteer in a student organization
- Participate in StrengthsQuest
- Attend Resumania, Interview for Success, Professional Practice Interview Days and the Fall Career Fair
- Attend Making Connections during Winter break to meet alumni and gather information

SPRING
- Take on a leadership role in a student organization or committee
- Join the student chapter of a national professional association related to career interests
- Attend panels, workshops, and information sessions to gather information careers and internships
- Connect with alumni about careers using TrinityConnect
- Pursue job shadowing and informational interview opportunities
- Investigate summer internships or research
- Attend the Spring Career Fair and the Summer/Part-Time Job Fair
Year 3 – Engage

FALL
- Establish a mentor relationship with a faculty member in your academic focus area
- Collaborate with a professor on a project or research
- Seek out additional professionals to interview and job shadow
- Explore the possibility of working on a course-embedded project
- Meet with your career advisor and relate your academic path to your future career by exploring the relationship between your major and career aspiration
- Update your résumé on Hire-a-Tiger and meet with a career advisor to discuss career strategies
- Attend Resumania, Interview for Success, Professional Practice Interview Days Career Panels and the Fall Career Fair

SPRING
- Attend Networking Etiquette and Dining Etiquette events
- Attend a Making Connections event during Winter break to meet alumni

Year 4 - Become

FALL
- Connect senior year capstone and course embedded projects to prospective occupations
- Review employer organizations and/or graduate/professional school programs in relation to career interests
- Apply to employment opportunities and/or graduate school
- Develop and implement job search goals and timeline
- Update your résumé on Hire-a-Tiger and apply to job postings
- Attend Resumania, Interview for Success, Professional Practice Interview Days Career Panels and the Fall Career Fair
- Attend Networking Etiquette and Dining Etiquette events
- Attend Making Connections during Winter break to meet alumni

SPRING
- Attend conferences, seminars and networking events
- Connect with alumni through faculty, Career Services, the Alumni Directory, LinkedIn and TrinityConnect
- Attend on-campus recruiting activities
- Update LinkedIn profile and review it with a career advisor to ensure it is geared toward graduation
- Attend the Spring Career Fair
- Utilize walk-in hours (1:30pm – 4:00pm) for extra assistance in planning
- Attend the Game of Life event to learn about financial literacy and planning
- Attend the Entering the Jungle senior event for final career and networking advice

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WALK-IN HOURS: 1:30pm – 4:00pm (Monday – Friday)
Call or go online to HireATiger to schedule a longer appointment.