



Hornet Hub Resource Center: Steps to Your Career for the Community College Student

First Year

- ✓ Talk to staff in the Applied Learning & Career Center about your goals.
- ✓ Take assessment tests with a career counselor in the Counseling Center to determine your strengths and abilities. These tests will give you direction for careers to explore.
- ✓ Start a career notebook to record your career-exploration activities.
- ✓ Talk to faculty and alumni about possible careers.
- ✓ Scan the Occupational Outlook Handbook for career ideas.
- ✓ Pick up information on programs and activities your career center sponsors.
- ✓ Update your resume and have it critiqued and proofread at the career services center.
- ✓ Subscribe to professional journals in your field of interest.
- ✓ Join professional associations and become an active member.
- ✓ Attend on- and off-campus career and job fairs to see what types of organizations are hiring and which positions are offered.
- ✓ Identify and plan to acquire four skills employers look for in new hires.
- ✓ Find your college's career center web page and bookmark job-search sources.
- ✓ Join organizations that offer you a chance at leadership roles.
- ✓ Research school-break job opportunities and volunteer positions that offer work experience.
- ✓ Collect recommendations from current and previous employers.
- ✓ Get an interview outfit ready.

Second Year

- ✓ Make an appointment with staff in the Applied Learning & Career Center to have your resume critiqued.
- ✓ Pick up information on activities sponsored by the career services center.
- ✓ Develop an employer prospect list with contact names and addresses.
- ✓ Gather information on realistic salary expectations.
- ✓ Attend local association meetings to meet potential employers.
- ✓ Shadow a professional or two in jobs you find interesting.
- ✓ Try to attain leadership positions in student chapters of professional associations.
- ✓ Participate in job-search workshops and seminars.
- ✓ Practice interviewing.
- ✓ Review your progress in learning four skills employers look for and plan how you will demonstrate these skills to employers.
- ✓ Read professional or trade publications in your major and career field.
- ✓ Ask former and current employers to serve as references.
- ✓ Follow up on all job applications and keep a record of the status of each.
- ✓ Go on second interviews.
- ✓ Evaluate job offers and accept one.
- ✓ Report job offers and acceptances to the career services office.
- ✓ Or, complete applications to transfer to a four-year university.