



# Your 4-Year Career Plan Checklist

It's never too early to start planning your career!

The Magner Center for Career Development and Internships can assist you at any stage of your career planning. The chart below will help you establish a time frame for developing your career plans and help you manage the very important task of choosing a career.

<p><b>Freshmen Year</b></p> <p><b>Goal: Self Awareness</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Register with the Magner Center and schedule an appointment to meet a Career Counselor</li><li><input type="checkbox"/> Log on to the career center's website <a href="http://career.brooklyn.cuny.edu">career.brooklyn.cuny.edu</a> and get familiar with our services</li><li><input type="checkbox"/> Assess your interests, skills, and values by taking: MyPlan Assessments online at <a href="http://magnercenter.myplan.com">magnercenter.myplan.com</a></li><li><input type="checkbox"/> Create a resume, log on to <a href="http://brooklyn.optimalresume.com">brooklyn.optimalresume.com</a></li><li><input type="checkbox"/> Register on <a href="http://brooklyncollege.erecruiting.com">brooklyncollege.erecruiting.com</a> to search for positions or internships and sign-up for workshops</li><li><input type="checkbox"/> Learn the academic system; read Brooklyn College Bulletin</li><li><input type="checkbox"/> Explore your abilities and interests by taking some core courses and electives to become familiar with a variety of fields</li><li><input type="checkbox"/> Get to know faculty, staff and counselors</li><li><input type="checkbox"/> Get involved in campus activities and clubs</li></ul>	<p><b>Sophomore Year</b></p> <p><b>Goal: Assessment and Exploration</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Schedule an appointment with a career counselor to bring yourself up-to-date on what's needed in your career development</li><li><input type="checkbox"/> Update your résumé on <a href="http://brooklyn.optimalresume.com">brooklyn.optimalresume.com</a> with your activities over the summer and have it critiqued by a career counselor during drop-in hours</li><li><input type="checkbox"/> Consider taking an Internship to gain hands on experience</li><li><input type="checkbox"/> Read and learn about fields of interest by researching at least three career options available to you through a major</li><li><input type="checkbox"/> Visit the Center's Career Library located in 1303 James Hall for occupation information and log on to <a href="http://magnercenter.myplan.com">magnercenter.myplan.com</a>; <a href="http://bls.gov/oco">bls.gov/oco</a>; or <a href="http://online.onetcenter.org">online.onetcenter.org</a></li><li><input type="checkbox"/> Explore career planning workshops including <i>Finding the Right Major</i> and <i>Finding the Right Career</i></li><li><input type="checkbox"/> Continue to take a variety of academic electives</li><li><input type="checkbox"/> Choose a major by the time you've earned 61 credits</li></ul>
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Magner Center for Career Development and Internships

Visit us at 1303 James Hall

Office: (718) 951-5696

Website: <http://career.brooklyn.cuny.edu>



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<p><b>Junior Year</b></p> <p><b>Goal: Career Exploration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule an appointment with a career counselor to begin a job search</li> <li><input type="checkbox"/> Meet with an Alumni Mentor for an informational interview to discuss a profession, industry, career path, employment outlook, salary; and gain advice from an insider</li> <li><input type="checkbox"/> Attend job-search/eRecruiting workshop; revise your resume/cover letter</li> <li><input type="checkbox"/> Participate in an internship to gain hands on experience by signing up for the Center's Recruitment Program</li> <li><input type="checkbox"/> Sign-up for a mock interview session</li> <li><input type="checkbox"/> Continue to participate in Career programs sponsored by the Magner Center and other departments</li> <li><input type="checkbox"/> Attend Brooklyn College Career and Internship Fairs and career programs/panels to learn more about a profession and industry</li> <li><input type="checkbox"/> Attend the fall Graduate and Professional School Fair to learn about graduate school and obtain information on graduate entrance exams</li> </ul>	<p><b>Senior Year</b></p> <p><b>Goal: Job Search</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in Senior Recruitment Program to seek career opportunities</li> <li><input type="checkbox"/> Attend Resume, Interviewing and Job Search/Erecruiting workshops</li> <li><input type="checkbox"/> Update your résumé on <a href="http://brooklyn.optimalresume.com">brooklyn.optimalresume.com</a></li> <li><input type="checkbox"/> Search for employment opportunities and register for on-campus interviews using <a href="http://brooklyncollege.erecruiting.com">brooklyncollege.erecruiting.com</a></li> <li><input type="checkbox"/> Attend employer information session</li> <li><input type="checkbox"/> Implement a strong job search strategy</li> <li><input type="checkbox"/> Attend the fall Graduate and Professional School Fair to learn about graduate school and obtain information on graduate entrance exams</li> <li><input type="checkbox"/> Write to and join professional associations</li> <li><input type="checkbox"/> Maintain contact with your Career Counselor</li> </ul>
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