UT’s career services gives you a head start for employment success

### Alumnus
**Managing Your Career**
Evaluating, planning, growing, networking, specializing

### Senior
**Gaining Marketable Skills**
Internships, networking, part-time jobs, organizations and clubs, leadership, presentations, papers, experience

### Junior
**Focusing and Setting Goals**
Specializing, quantifying, prioritizing, excelling

### Sophomore
**Exploring Options**
Teaching, selling, analyzing, calculating, organizing, counseling, preparing, forecasting, measuring

### Freshmen
**Self Assessing**
Interests, values, skills, aptitude, attitudes, competencies, expectations, geographical preferences

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**A STUDENT’S GUIDE TO career success**

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**OFFICE OF CAREER SERVICES**
401 W. Kennedy Blvd., Tampa, Florida 33606-1490 • (813) 253-6236
[www.ut.edu/career](http://www.ut.edu/career)
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JUNIOR YEAR: Evaluate Decisions, Commit to Goals and Proceed Confidently

- Update your résumé and have it reviewed by a counselor in Career Services.
- Secure an internship or part-time job that provides you with experience directly related to your field of study. View position openings on the HIRE-UT Web Job listings. Attend internship fairs during fall and spring semesters.
- To further identify yourself with your field of study, join a University professional society or national organization in your field for more ideas and access to opportunities.
- Practice interview, preferably on videotape.
- Review the list of mentors available on the HIRE-UT E-mentor list.
- Arrange for an informational interview with a professional in your field.
- Solidify decisions about attending graduate or professional school, and do research concerning admissions, application specifics and entrance testing. Utilize Career Services for initial research concerning graduate schools.

SENIOR YEAR: Prepare for the Transition from College to Career

- Take CAR 401, Job Search Strategies, a one-hour course focusing on the transition to the world of work.
- Prepare your final résumé, and have it reviewed by a career counselor in the Office of Career Services.
- Participate in on-campus interviewing opportunities.
- Attend Job Fairs, special programs and workshops and employer information sessions.
- Obtain academic and work-related references.
- Research companies/organizations for which you would like to work, and send out résumés and cover letters targeted to them.
- Create a plan to stay organized and as stress-free as possible.

FRESHMAN YEAR: Adjust and Explore

- Register on HIRE UT online career management system by visiting our website (www.ut.edu/career).
- Take online self-assessment instruments found on the Career Services Web site to assist you in identifying your strengths, weaknesses, interests and skills as they relate to academics and occupations. You can then begin to match specific majors with general occupational areas. Make an appointment with a counselor in Career Services to discuss the results of your inventories.
- Start your résumé, and begin to keep track of your accomplishments.
- Talk to professionals in fields of interest. Try the HIRE-UT E-mentor program.
- Join at least one club or organization and begin to look for ways to assume a leadership role.
- Start a co-curricular transcript in the Office of Student Activities and keep track of your campus activities.
- Get a summer job, or do volunteer work in a career-related area.

SOPHOMORE YEAR: Plan Your Strategy and Get Involved

- Take CAR 201, Career Decision-Making, a one-hour course designed to assist you in choosing or validating your career path.
- Visit the Career Information Center library to explore career fields.
- Completely familiarize yourself with the Career Services Web site, including the career research section on HIRE-UT.
- If you haven’t already, NOW is the time to solidify choices concerning your academic major.
- Join clubs and organizations, and assume a leadership role; update your co-curricular transcript to reflect these roles.
- If you haven’t already, start or update your résumé.
- Begin building a network of contacts in your field through employment, academics, etc.
- Continue to work in a career-related area through a part-time or summer job, internship or volunteer experience.
- Look for positions related to your academic interest on the HIRE-UT Web Job listings.

INTERNSHIPS/PART-TIME JOBS

“Aside from the degree itself, nothing will impact your initial employment success as much as experiential learning.”

CAREER COUNSELING

“Learn about your personality and vocational interests and how they impact academic decisions and long-term occupational happiness.”

E-MENTOR PROGRAM

“Investigate career choices by seeking the advice of those actively engaged in the occupation you are interested in.”

STUDENT ORGANIZATIONS & ACTIVITIES

“In addition to specific content knowledge, today’s employers desire well-rounded employees with concrete examples of leadership, teamwork, civic-mindedness and appreciation for others.”

ON-CAMPUS INTERVIEWS & JOB FAIRS

“A key for employment success is to put yourself in a position to be hired.”