



As a Freshman, you're learning how this whole "College Thing" works. You may feel overwhelmed by all the information that's being poured into you. Our goal with this Checklist is to break down, step-by-step, what you should be doing to set yourself up for a great career after graduation. If you have a career goal in mind, you'll be much more likely to stick with your academic plan.

## During your time at Fresno State, our goals for you are to:

- **Make informed decisions about your initial career path that will set you up for long-term success.**
- **Effectively communicate your skills, knowledge and experience, both verbally and in writing, in a way that's meaningful to your intended audience** (internship provider, employer, or graduate school admissions committee).
- **Develop a network of professional contacts that can mentor you and connect you to research experiences and internship and career opportunities.**
- **Be a skilled internship and job seeker.**

## Here's what you need to accomplish during your first year:

- ☐ **Sign up for HireFresnoState** by visiting your MyFresnoState portal, selecting "Campus Systems" from the middle drop-down menu and then clicking the "HireFresnoState" square title item to search for part time jobs, both on and off campus) and internship opportunities. On-campus jobs are a great way to develop professional skills that will help you in any career.
- ☐ **Explore the Career Development Center website** at [careercenter.fresnostate.edu](https://careercenter.fresnostate.edu). Edit your preferences for the content of your weekly newsletter by clicking on the "Follow Your Communities" button on the homepage.
- ☐ **Learn About You!** - Even if you have a pretty good idea of what you want to do after graduation, it's a good idea to really understand how your VIPS (values, interests, personality, and skills) impact your choice for your initial career direction. To do that we highly recommend you take these two assessments.
  - ☐ **SparkPath** - Designed to help you find a career path based on exciting, real-world challenges that go beyond job titles.
  - ☐ **Focus 2** - An assessment of your interests, values, personality, workplace preferences, and leisure activities and the careers that align best with you.

To access these assessments please visit [bit.ly/majorcareers](https://bit.ly/majorcareers)

- ☐ **Meet with your Career Liaison** to begin to explore career options and go over your assessment results. To schedule an appointment call 559.278.2381.

- ☐ **Start to Explore Career Options**
  - ☐ Start with the Candid Career resource at [careercenter.fresnostate.edu](https://careercenter.fresnostate.edu)
  - ☐ Utilize the "What Can I Do with This Major" at [careercenter.fresnostate.edu](https://careercenter.fresnostate.edu)
  - ☐ Attend the career fairs and networking events available on-campus to explore career options. For a list of our upcoming events visit [careercenter.fresnostate.edu/events/](https://careercenter.fresnostate.edu/events/)
- ☐ **Stop by the Career Development Center's Career Cafe** in the University Student Union (the older one with the Bowling Alley). We're located in Room 306. Meet your Career Peer Mentors and learn about all the services available.
- ☐ **Check-out the Clothing Closet** in the Career Development Center.
- ☐ **Discuss your interests** with your academic and/or faculty advisor to ensure you select the best classes to achieve your goals.
- ☐ **Get involved with Student Groups** related to your major or career interests by visiting the Fresno State Engage website at [engage.fresnostate.edu/](https://engage.fresnostate.edu/).
- ☐ **Learn about the volunteer opportunities** available through the Richter Center for Community Engagement and Service Learning by visiting [academics.fresnostate.edu/cesl/](https://academics.fresnostate.edu/cesl/).
- ☐ **Start to build your adulting skills** by developing your financial literacy. Check out the Unleashed Money Portal visiting [fresnostate.edu/unleashed](https://fresnostate.edu/unleashed), then click the link "Access Unleashed Here", then log in by using your Fresno State Username and Password.

## Summer After Your Freshman Year

- ☐ Get a summer job, volunteer work or even get a paid summer internship.
- ☐ Develop a strong work ethic - Come to work on time, every time. Have a positive attitude, when you've finished your assigned tasks, ask your supervisor for more. Always be on the lookout for ways you can help your supervisor and co-workers.
- ☐ Learn to communicate effectively with supervisors, co-workers and customers, on the phone, in person and in writing.