



FOUR YEAR PLAN

www.biola.edu/career

Career planning is an on-going process. It involves exploring your temperament, values, interests and skills in order to expand your self-knowledge and better evaluate your career direction. It also involves exploration and experimentation in the world of work.

We want to help you gain information and experience that will allow you to explore and formulate your career goals. Here are some ideas on what you can do each year to work towards designing your life.

FIRST YEAR: ENGAGE

GOAL: GET TO KNOW YOURSELF
PERSONAL QUALITIES
UNIQUE SKILLS AND VALUES
FUTURE INTERESTS AND GOALS
ACADEMIC AND EXTRACURRICULAR INTERESTS

Your first year in college is a time of tremendous adjustment. Give yourself time to make these adjustments by taking full advantage of the resources around you, focusing on your academics, and slowly adding activities of interest.

- Visit Biola Career Development website, www.biola.edu/career, and register on BiolaLink.
- Explore majors.** Seek diversity in your courses to **identify your areas of interest.** Meet and talk to professors, advisors, and Career Development staff to find out more about careers and majors.
- Explore** clubs, organizations and ministries that interest you.
- Complete career assessments** to clarify your interests, skills, values and personality type.
- Create a draft of a resume**, see Biola's Resume Guide for help (www.biola.edu/career).

SECOND YEAR: EXPLORE

GOAL: EXPLORE CAREER OPTIONS
EXPLORE OCCUPATIONS THAT INTEREST YOU
RESEARCH & NETWORK
UNCOVER CAREER POSSIBILITIES

- Act on your interests!** Take an active role in current extra-curricular activities and explore new ones.
- Attend the Career Fairs** and any other career-related events. See www.biola.edu/career for events calendar.
- Identify 4-7 career field options of interest** and research how the majors that interest you would complement them. Make an appointment with a Career Counselor to discuss your options.
- Take a Skills Assessment in our office** to identify your skills and explore how they might fit into a career.
- Conduct informational interviews** to obtain viewpoints from people in career fields that interest you.
- Select your major** if you haven't done so already.
- Update your resume** for a summer job, internship, or volunteer experience.
- Apply for internships!** For the summer plan to volunteer, intern, go abroad, or work at a job in a career area that interests you. Plan ahead, many companies hire summer interns by April!

THIRD YEAR: EXPERIENCE

GOAL: GET EXPERIENCE GET AN INTERNSHIP FIND A CAREER-RELATED SUMMER JOB! PRIORITIZE YOUR INTERESTS

- Conduct career research, hone your job search methods, and attend career-related events.
- Post your resume on BiolaLink** and get familiar with web-based job/internship resources.
- Create a profile** on a professional social-networking site like “LinkedIn”, and start making professional connections.
- Talk to as many people as you can in your field of interest.** Continue to develop awareness of your field, participate in professional organizations, and learn about the world of work.
- Research potential career fields and employers.** Read relevant industry journals to understand the current issues.
- Arrange for a mock interview** with a Career Counselor to practice and improve your interview skills.
- Refine your resume;** ask Career Services for advice and critique. Consider developing a portfolio to support your resume.
- Get career information while you practice **NETWORKING** at career-related fairs, forums and presentations.
- Apply for internships!** For the summer plan to volunteer, intern, go abroad, or work at a job related to your career or job targets. Plan ahead, many companies hire summer interns by April!

FOURTH YEAR: EMBARK

GOAL: PREPARE FOR THE WORLD OF WORK DEVELOP YOUR FAVORITE SKILLS IDENTIFY POTENTIAL PLACES OF WORK LEARN & IMPLEMENT JOB SEARCH STRATEGIES REFINE MARKETING TOOLS

- PREPARE!** Make the most of Biola’s Center for Career Development: BiolaLink, career fairs, workshops, counseling and resume review clinics.
- If you plan to attend graduate school, obtain all required application forms.** Prepare your personal statement and submit all required paperwork. Prepare for and take required exams.
- Develop a search strategy** for each prospective industry and/or employer. **Divide your job search strategy** into a month-by-month plan – Remember, it can take up to a YEAR to find a job!
- Research prospective employers.** Visit websites, read publications and press releases, and identify key products, values and personnel within each organization.
- Revise your resume and Cover Letter for each job** or type of opportunity you are considering. Consult a Biola Career Counselor for review and critique.
- Identify at least three references** and get their permission to use their names. Make sure they are clear on your strengths, accomplishments and goals by giving them a copy of your resume; obtain written references if needed.
- Prepare for interviews: PRACTICE!** Conduct mock interviews at Career Development. Dress appropriately. Brush up on your business protocol.
- Remember, Career Development is open in the summer,** and are available to assist you in your career plans.