Career development is a long-term process that requires most people to refocus and change several times throughout life. Parents often expect that their student will make career decisions resulting from the university experience. Many undergraduates, however, see career decisions as something to postpone until after they graduate. That can be a mistake.

At University Career Services, we know that students can develop a better understanding of employment options and how to achieve their goals by using the resources available at ETSU. A good place to start is the Career Exploration Center, where students complete the SIGI 3 Survey, designed to help focus on academic majors and careers that fit their preferences.

You can help your student by encouraging and supporting career exploration throughout their college experience. In general, career planning is a step-by-step process that includes: (1) learning about one's self; (2) exploring career alternatives; (3) discovering plausible career paths and (4) implementing a job search based on research, learning and practicing the required communication skills, including networking with others. University Career Services is here to advise and support students at all stages of this process.

The following Career Planning Checklist may be helpful in understanding recommended activities that contribute to student preparation for careers. Each year of undergraduate study should lead to new discoveries about personal abilities, interests and values.

**CAREER PLANNING CHECKLIST**

**Freshman Year – Self Awareness**
- Register on College Central Network (CCN/ETSU)
- Learn about yourself by getting involved with fellow students, clubs and organizations
- Focus on making the best grades you can in all of your courses
- Explore majors and careers through the Career Exploration Center in the ARC, Second Level of the D. P. Culp University Center
- Read "What Can I Do With This Major" at www.etsu.edu/careers
- Begin to identify the clusters of courses that best fit your abilities, interests and values

**Sophomore Year - Career Exploration**
- Attend University Career Services programs and workshops
- Go to Career Fairs and gather information on jobs that interest you
- Test career options through part-time jobs, volunteer work or work shadowing
- Learn about internship options
- Stay involved in extracurricular activities and seek leadership roles
- Join an on-campus pre-professional organization
Junior Year - Self and Career Awareness Integration
- Schedule an appointment in the University Career Services Office by calling 423-439-4450
- Learn the resources available to you on the University Career Services website
- Write a cover letter and resume, and have them edited
- Research careers, potential employers and graduate schools
- If you have decided to pursue a graduate degree, apply to graduate schools
- Complete a career-related internship or summer job

Senior Year - Career Decision Making and Implementation
- Actively plan your transition to work or graduate school
- Schedule a personal meeting with a staff member in University Career Services for assistance
- Participate in practice interviews and learn effective networking practices
- Apply early for jobs in your selected career area
- Attend career fairs to develop contacts and employment opportunities
- Attend Career Discovery programs
- Search employer postings on CCN/ETSU, Simply Hired, and more from our web links

MYTHS ABOUT MAJORS

As a parent or guardian, it is also helpful to know some of the common myths about majors and careers:

1. Some majors are practical and others are not. **If you want to be successful, you had better pick a good major.**
   While it is true that some majors are more career oriented than others, not every student is destined for a highly specific career track. Employers value the critical thinking, communication, writing and quantitative skills that students develop in all majors. Most people are most successful in majors and careers that fit their interests, abilities and values.

2. Your major will determine your career path.
   The majority of graduates major in fields that are not career-specific, and pursue a variety of careers. While there is a strong positive correlation between education level and average income, individuals choose many paths to attain their goals.

3. We have very little control over our career lives.
   People who have a realistic vision for career success can achieve it by learning the requirements of their chosen career, pursuing the experiences that help them meet those requirements, and continuing to learn and adapt. It is important to remember that there is no common definition of success, or what constitutes a good career. People who make choices based on the things they truly value are generally more satisfied with their work life.

UNIVERSITY CAREER SERVICES AT ETSU

At University Career Services, it is our mission to provide ETSU students and alumni with advisement, information, resources and support in setting personally meaningful career goals, developing effective job search documents and skills, and making productive contacts with employers or graduate schools.
Our office is located in the ARC on the second level of the D. P. Culp University Center. Appointments are available are available from 9:00 am to 4:30 pm during every weekday that ETSU is open. Resume walk-in hours are posted each semester. All staff members in University Career Services are committed to assisting students with career decisions, preparing for a job search and locating employment opportunities.

**Some of our most popular services are:**

- **CCN/ETSU**, a web-based listing of current jobs for ETSU students and alumni, where you can easily upload your resume and make it available to employers.
- **Internships** are available for several majors, and are often defined as requirements or electives by academic programs. Internships provide academic credit for planned and supervised work experiences. There are many benefits of an internship, including opportunities to test one or more employment experiences, form valuable employment contacts, and in many cases, earn income. An internship also makes an impressive addition to a resume. Students may complete an internship during the academic year or in the summer.
- **Editing suggestions** for resumes, cover letters and other employment or graduate school application documents written by students.
- **Information** on selected employers and employer groups, supported by research and active outreach to employers in the region.
- **Practice Interviews** to develop the personal skills and strategies required for job search success.
- **Coaching** in ways to network for business contacts, handle interviews, and strengthen communication skills.
- An active program of **On-campus Recruiting** that schedules students for interviews with participating employers.
- **Career Fairs and Events** to connect students with employers and practice career communication skills.

Meeting with students gives us the opportunity to focus on their individual needs, and appointments are easy to schedule by calling our main number, (423) 439-4450. We hope you will encourage your student to explore the services and resources of the University Career Center at ETSU.