

Career Center

Career Development Checklist for Success



Career Center

Lammers Annex • 577 Western Avenue • Westfield, MA 01086

(413) 572-5206 • Careers@westfield.ma.edu • westfield.ma.edu/careercenter

Westfield
STATE UNIVERSITY



First Year

- Check out the "Career Exploration" section of the Career Center website.
- Take the FOCUS 2 or another self-assessment and meet with a Career Counselor to create a tentative action plan.
- Use "What Can I Do With a Major In" to identify potential career paths associated with various majors.
- Get involved in on-campus activities that interest you.
- Talk to faculty members, upperclassmen, family, and friends to help you choose a potential major.
- Register on Handshake, our job and internship database.



Sophomore

- Write or update your resume.
- Explore study abroad options.
- Gain "real-world perspective" by shadowing a professional in your field.
- Volunteer, join student organizations, seek related part-time and summer jobs.
- Schedule an appointment with your academic advisor to discuss academic requirements and finalize choice of major.
- Attend Career Center workshops to learn about potential careers from alumni and employer contacts.
- Use FOCUS 2 and other career exploration tools to research job descriptions, skills and requirements.



Junior

- Do an internship (or two!). Network at the annual career fairs and networking events.
- Join a professional association.
- Schedule an appointment with us to discuss your career plan.
- Continue to develop leadership, teamwork, and communication skills through extracurriculars.
- Update your resume and get it critiqued by the Career Center.
- Do informational interviews to explore career paths.
- Use the Handshake mentor database to connect with mentors.
- Consider if graduate school is the right choice for you and start preparing for entrance tests.



Senior

- Do an (other) internship!
- Research potential employers.
- Acquire a suit for job interviews.
- If attending grad school, prepare applications and required materials.
- Do a mock interview with the Career Center staff.
- Start job searching/interviewing 6-9 months prior to graduation.
- Utilize the Career Center's website for job search resources on Handshake.
- Secure references for the job search.
- Perfect your resume and cover letter.
- Participate in on-campus interviews and employer information sessions.
- Attend Westfield's annual career fairs and area job fairs.