



Career Services
Campus Life Building - Room 220
www.niu.edu/CareerServices
753-1641

Four Year Plan to Build Your Future

FRESHMAN YEAR

- Adjust to college life
- Concentrate on getting good grades
- Get involved in campus clubs and activities
- Begin to explore majors and possible career choices – Schedule a Career Check-In appointment at Career Services
- Observe the Internship Fair in February
- Enroll in core courses with the assistance of your academic advisor

SUMMER VACATION

- Obtain work, volunteer, or internship/co-op experience to develop interpersonal skills, to build work-related skills, and to gain valuable employment references

SOPHOMORE YEAR

- Continue with coursework and activities that will develop leadership and communication skills
- Get involved in campus activities
- Continue to identify your interests, strengths, skills, and values – take advantage of career counseling through Career Services and the materials in the Career Resource Center!
- If ready to do so, select an appropriate major and perhaps a minor with your academic advisor
- Develop a resume
- Explore and apply for internships
- Attend Internship Fairs

SUMMER VACATION

- Obtain an internship/co-op to continue to develop interpersonal skills and to build on work- related skills
- Begin to develop a professional wardrobe - Purchase a few items that can be worn for an interview or during an internship/co-op experience

JUNIOR YEAR

- Study your major in depth; take electives to enhance your qualifications
- Explore NIU Major WebLinks to research careers in your chosen field
- Join organizations related to your career interests
- Attend the Internship and Job Fairs
- Continue to get to know faculty, advisors, counselors, and administrators
- Considering graduate school in your chosen field? Speak to your academic advisor or Career Services about your application

SUMMER VACATION

- Secure an internship/co-op or employment related to your career goals. Use this experience to evaluate your career decision.

SENIOR YEAR

- Plan your job search. **Early** in your senior year, schedule a career counseling appointment to review job search strategies
- Upload your resume to Victor eRecruiting to search for job openings
- Attend Career Services workshops on resume writing, interviewing, and job search strategies
- Attend Job Fairs and participate in on - campus interviewing
- Fine tune your communication and leadership skills via paid work experience, volunteerism, internships, and active involvement in student and community organizations
- Choose the faculty and employers you want to write references