



career planning checklist

FROM THE CAREER DEVELOPMENT CENTER

We recommend you use the following as a guideline while you are at Bucknell. Remember, everyone's career path is different. What is most important is that you take ownership and actively be involved in career programs and events while at the University.

1 FIRST YEAR: EXPLORATION

- ☐ Add the **my Career Center** gadget on *myBucknell*.
- ☐ Complete your profile on the **BRIDGE**.
- ☐ Talk with faculty and a career counselor about possible majors and career paths.
- ☐ Create a **résumé** and learn how to write an effective cover letter.
- ☐ Research campus part-time and summer job opportunities on the **BRIDGE**.
- ☐ Attend an **Externship Orientation Session** in the spring to prepare for the sophomore job shadowing program application in the fall.
- ☐ Attend the **Employer Expo** (*September*) and **Internship & Job Fair** (*January*).
- ☐ If interested in pre-health professions or law school, meet with these advisors in the CDC and get added to their email list.
- ☐ Begin to **build employment skills** (writing, teamwork, analytical public speaking, organization) through a wide variety of experiences on- and off-campus.
- ☐ Read about career options in “**What Can I Do With this Major?**” and the **VAULT Career Insider**.*
- ☐ Attend workshops and events offered by the CDC – regularly review CDC's emails and calendar.
- ☐ Learn about the **Bucknell Public Interest Program (BPIP)** and **Capitol Hill Internship Program**.
- ☐ Volunteer to build skills and experience.
- ☐ Join and become active in **organizations and clubs** on campus of interest to you.

2 SOPHOMORE YEAR: IDENTIFY OPTIONS

- ☐ Update your profile on the **BRIDGE**.
- ☐ Read the weekly **Sophomore Career Insider** email messages and/or blog to stay informed about opportunities and events.
- ☐ Meet with a career counselor to begin defining your interests.
- ☐ Become a student member of the **Bucknell Professional Network (BPN)**.
- ☐ Create or **update your résumé**.
- ☐ Apply for an **Externship** in the fall semester.
- ☐ Explore career-related internships and undergraduate research projects.
- ☐ If studying abroad, learn how this may impact your internship search and how to manage it.
- ☐ Attend the **Employer Expo** (*September*) and **Internship & Job Fair** (*January*).
- ☐ Attend the **Sophomore Alumni Brunch** in January/February.
- ☐ Consider taking interest and personality inventories.
- ☐ Attend **workshops and events** offered by the CDC.
- ☐ If interested in pre-health professions or law school, meet with these advisors in the CDC and get added to their email list.
- ☐ Take the **mock LSAT** (*law*) – no prep necessary!
- ☐ Learn about the **Bucknell Public Interest Program (BPIP)** and **Capitol Hill Internship Program**.
- ☐ Increase your **computer literacy** (excel, research, social media, etc.).
- ☐ **Get involved!** Focus on quality of experiences not the quantity of organizations in which you are involved.
- ☐ **Build employment skills** (writing, teamwork, analytical public speaking, organization) through a wide variety of experiences.

*Add the *my Career Center* gadget on *myBucknell*.

③ JUNIOR YEAR: GAIN SKILLS

- ☐ Update your profile on the BRIDGE.
- ☐ Review the BRIDGE for internship opportunities. Set up search agents for awareness of new listings.
- ☐ Read the weekly **Junior Career Insider** email messages and/or blog to stay informed about opportunities and events of interest.
- ☐ Meet with a Career Counselor to identify your skills, values, interests and goals related to post-graduate options.
- ☐ Update your résumé.
- ☐ Obtain experience in your field of interest (summer internship, undergrad research project, study abroad, etc.).
- ☐ Network with alumni, parents and employers through BPN and other sources to develop prospective contacts.
- ☐ Begin to build a list of professional and academic references.
- ☐ Become a student member or leader in your professional association.
- ☐ Begin planning for the graduate or professional school application process if you plan to attend upon graduation.
- ☐ Practice and refine your interviewing skills. Sign up for a mock interview in the CDC.
- ☐ Join LinkedIn. Once you've created a profile, come in to the CDC for a LinkedIn profile review.
- ☐ Attend the Employer Expo, Internship & Job Fair and off-campus networking events.
- ☐ Consider the Bucknell Public Interest Program (BPIP) and Capitol Hill Internship Program.

④ SENIOR YEAR: SEARCH & TRANSITION

- ☐ Update your profile on the BRIDGE.
- ☐ Read the weekly **Senior Career Insider** email messages and/or blog to know of events and leads.
- ☐ Meet with a career counselor.
- ☐ Analyze and summarize experience gained during your undergraduate experience. Assess your career-related strengths and skills.
- ☐ Update your résumé.
- ☐ Send out graduate/professional school applications and complete appropriate financial aid forms on time (*typically fall semester*).
- ☐ Understand industry hiring cycles and when and how employers in your area will hire/recruit for positions.
- ☐ Review the BRIDGE for job leads and set up search agents.
- ☐ Practice and refine your interviewing skills. Schedule a mock interview in the CDC.
- ☐ Attend Life After Bucknell programs.
- ☐ Attend workshops and events offered by the CDC. Check out the CDC calendar often.
- ☐ Interview on- and off-campus for full time opportunities.
- ☐ Attend the Employer Expo, Internship & Job Fair and off-campus networking events.
- ☐ Seniors are still eligible for the Capitol Hill Internship Program.
- ☐ If planning to attend law school in the future, attend the fall pre-law workshops.
- ☐ Complete the post-graduate survey.
- ☐ Continue your involvement with Bucknell as an active alum. Alumni Career Services is available to you free and for a lifetime.

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