

# THE FOUR YEAR PLAN: Steps to Take in Preparing for Your Career



**GEORGETOWN**  
COLLEGE  
*Live. Learn. Believe.*

Graves Center  
for Calling & Career

YEAR	Freshman	Sophomore	Junior	Senior
<b>GOAL</b>	Begin self-assessment	Occupational Exploration	Make decisions by narrowing in on an occupation	Implement decision for results
<b>ACTIVITIES</b>	<p>EXPLORE academic interests by taking a variety of courses</p> <p>IDENTIFY likes and dislikes through personality assessment</p> <p>ASSESS values, interests, skills, spiritual gifts</p> <p>GATHER information about majors</p> <p>ATTEND Career Services workshops</p> <p>VOLUNTEER doing activities that interest you.</p> <p>INTERVIEW professors in majors that interest you</p> <p>LOCATE summer job in a field of interest</p>	<p>GATHER information about occupations suggested by self-assessment process.</p> <p>TRACK things you like and dislike about occupations you research</p> <p>ATTEND Career Services workshops</p> <p>INTERVIEW and SHADOW professionals in careers that interest you</p> <p>DECLARE an academic major</p> <p>JOIN departmental clubs and/or campus organizations</p> <p>DRAFT a resume</p> <p>LOCATE summer job in a field of interest</p>	<p>COMPARE assessment results with details from occupational exploration and find areas of highest overlap</p> <p>NARROW in on a couple occupations</p> <p>WEIGH the pros and cons of the occupations</p> <p>ATTEND Career Services workshops and fairs</p> <p>UPDATE your resume</p> <p>INTERN in a field you are seriously considering</p> <p>CHOOSE an occupation to start pursuing</p> <p>CONSIDER if you need to continue your education</p> <p>LOCATE summer job that is connected to your occupation</p>	<p>DECIDE to pursue a job and/or grad school search</p> <p>ATTEND Career Services workshops and fairs</p> <p>TAKE GRE or other entrance exam</p> <p>DETERMINE geographic scope of your search</p> <p>DEVELOP and implement effective search strategies</p> <p>FINALIZE and distribute your materials (a targeted resume or grad school applications)</p> <p>RESEARCH potential employers or schools</p> <p>NETWORK with acquaintances, contacts, employers, etc.</p> <p>SHARPEN your interviewing skills</p> <p>BE persistent!</p>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>• Counselors in Career Services</li> <li>• Faculty</li> <li>• Upperclassmen</li> <li>• Career Resource Library /Vault</li> <li>• Tiger Net</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors in Career Services</li> <li>• Academic Advisor</li> <li>• Career Services contacts</li> <li>• Career Resource Library/ Vault</li> <li>• Tiger Net</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors in Career Services</li> <li>• Academic Advisor</li> <li>• Career Services contacts</li> <li>• Career Resource Library/ Vault</li> <li>• Alumni Network</li> <li>• Tiger Net</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors in Career Services</li> <li>• Academic Advisor</li> <li>• Career Resource Library/ Vault</li> <li>• Career Services contacts</li> <li>• Alumni Network</li> <li>• Tiger Net</li> </ul>