

YOUR SENIOR YEAR CHECKLIST GAMEPLAN

GAME ON

The time has come for you to embark upon the next chapter of your professional journey. There are many things to consider as you prepare for a successful transition. Here are recommended steps to complete before you finish your last year at UCR.

EMPLOYMENT OR GRADUATE/PROFESSIONAL SCHOOL

Research your employment and graduate/professional school options. Identify which choice is best suited to fit your goals.

BUILD YOUR TOOLKIT, PREPARE, TAKE ACTION

In order for you to stand out and successfully accomplish your goals, you will need to prepare a number of things. Having a polished resume, cover letter, and fine-tuned interviewing skills are crucial for success. Take the necessary steps to complete the tasks required for employment or admissions.

STAY FOCUSED AND FOLLOW UP

Make sure to keep track of where you have applied and follow up with employers/admissions representatives. Utilize tracking forms and "To Do List" to stay focused and organized. Remember to maintain your professional contacts and continue pursuing new ones.

CAREER CENTER & CAMPUS RESOURCES

GAME ON

- Create a personalized strategy and identify the next steps with a career counselor
- Evaluate your skills and experiences
- Take an assessment test (Make an appointment with a career counselor)

EMPLOYMENT OR GRADUATE/PROFESSIONAL SCHOOL

- Research occupations for job outlook, salary, education, training, etc.
- Research graduate school application deadlines, testing requirements, and write your personal statements
- Secure letters of recommendation

BUILD YOUR TOOLKIT, PREPARE, TAKE ACTION

- Create/review resume/cover letter with a counselor
- Attend resume writing workshop & resume critique sessions with employers
- Ensure your resume is included in a resume book
- Practice interviewing using "Interview Stream" and receive feedback from a counselor
- Attend "Interview Skills Workshop"
- Check your professional online presence/brand
- Attend the "Social Media and Your Job Search" workshop
- Attend a "Professional Etiquette" workshop
- Create or enhance your LinkedIn profile
- Begin applying for jobs, internships, and/or grad programs

STAY FOCUSED AND FOLLOW UP

- Develop a system to keep track of where you have applied
- Continue to develop and maintain your professional contacts