

First Year Career Plan

Your Step-By-Step Guide to Career Planning Success

1. Know Yourself

- ☐ Take the Focus 2 Career Assessment via Handshake to learn how your values, interests, personality, and skills align with UCR majors.
- ☐ Talk to your academic advisor

2. Build Your Resume

- ☐ Review sample resumes at careers.ucr.edu
- ☐ Attend Resume Writing workshop or drop-ins, check schedule at careers.ucr.edu
- ☐ Check your resume on Quinnia

3. Career Exploration

- ☐ Review the ONET Online website
- ☐ Conduct informational interviews with alumni who work in your desired career field.
- ☐ Review 'What Can I Do With This Major' Resource on Handshake.

4. Connect w/ Campus

- ☐ Join student organizations, explore clubs at highlanderlink.ucr.edu
- ☐ Attend Career Center events, such as career fairs, register at careers.ucr.edu/events
- ☐ Participate in volunteer and research opportunities



Your first year is opportunity to learn more about yourself through experiences, getting involved on-campus, and identifying a career plan that aligns with your professional goals.

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- ☐ Participate in volunteer and research opportunities

Your first year is opportunity to learn more about yourself through experiences, getting involved on-campus, and identifying a career plan that aligns with your professional goals.

Second Year Career Plan

Your Step-By-Step Guide to Career Planning Success

1. Career Exploration

- ☐ Review the ONET Online website
- ☐ Conduct informational interviews with alumni who work in your desired career field.
- ☐ Review 'What Can I Do With This Major' Resource on Handshake.
- ☐ Take a career assessment test (Focus 2, etc.)

2. Tailor Your Resume

- ☐ Create a Resume Review appointment with your career specialist via Handshake
- ☐ Upload your resume to Handshake (make sure you selected to have it visible for employers to view)
- ☐ Focus on tailoring your resume and bullet points to your desired field, visit drop-ins for more assistance



3. Mock Interviews

- ☐ Schedule a mock interview career counseling appointment with your career specialist
- ☐ Practice your interview skills through Mock Interviews with the Peer Advisors

4. Gain Experience

- ☐ Explore summer leadership academies, study abroad, internships, UCDC, UResearch Portal for opportunities.
- ☐ Use the job and internship databases: Handshake, InternXL, ParkerDewey
- ☐ Volunteer with intention, and complete service hours that align with your career goals
- ☐ Explore Career Center events through Handshake

Your sophomore year is a great time to reflect on your past experiences to determine where you would like to go next. It is time to explore career options within your major, identify experiences to enhance your skills and improve your resume writing and interviewing strategies.

Third Year Career Plan

Your Step-By-Step Guide to Career Planning Success

1. Internship Search

- ☐ Use the job/internship database in your UCR Handshake Account and other platforms (LinkedIn, etc.).
- ☐ Apply for summer internships starting the Fall quarter.
- ☐ Find local companies/organizations to intern locally during the school year.

2. Expand Network

- ☐ Connect with faculty, staff, advisors, career specialists, family, and friends and share your career goals.
- ☐ Conduct informational interviews with recruiters and alumni who work in your desired companies.
- ☐ Attend Career Fairs, Campus Events, Employer Information Sessions, Panels, and Interviews.

3. Career Management

- ☐ Reflect on location preferences, salary expectations, functional area, industry, and career plan.
- ☐ Conduct informational interviews with recent alumni and seasoned professionals in your desired career field to gain insight on career pathways and expectations.
- ☐ Attend Career Center workshops (Ace the Interview, Resume Writing, etc.) or look over them through the Career Center website
- ☐ Check the Graduate/Professional Schools handout if interested in applying



Your junior year of college can serve as a building block for your career. Meet professionals in your field, gain experience, and practice your job search skills!

Senior Year Career Plan

Your Step-By-Step Guide to Career Planning Success

1. Job Search

- ☐ Use job databases such as Handshake, LinkedIn Jobs, Indeed, GovernmentJobs, CalCareers.gov
- ☐ Apply for full-time jobs starting the Fall quarter.
- ☐ Find local companies/organizations to intern locally during the school year.

2. Expand Network

- ☐ Connect with faculty, staff, advisors, career specialists, family, and friends and share your career goals.
- ☐ Conduct informational interviews with recruiters and alumni who work in your desired companies.
- ☐ Attend Career Fairs, Campus Events, Employer Information Sessions, Panels, and Interviews.

3. Career Management

- ☐ Reflect on location preferences, salary expectations, functional area, industry, and career plan.
- ☐ Conduct informational interviews with recent alumni and seasoned professionals in your desired career field to gain insight on career pathways and expectations.
- ☐ Reflect on the job search process (e.g. resume, interview, job offer), and notice where you are getting stuck, if at all.
- ☐ Visit the Pre-Professional Advising Center and/or University Writing Program for personal statement assistance when applying for graduate/professional schools



Your senior year – you are officially transitioning from a student to a professional, and there are steps to making a seamless transition.

Transfer Student Career Plan

Your Step-By-Step Guide to Career Planning Success

As a transfer student, it is important to build relationships, gain experience, and prepare for your future career success.



1. Build Your Resume

- ☐ Review sample resumes at careers.ucr.edu
- ☐ Attend Resume Writing workshop
- ☐ Check your resume on Quinncia

2. Internship Search

- ☐ Use the internship database in your UCR Handshake Account or other platforms (LinkedIn, etc.).
- ☐ Apply for summer internships starting the Fall quarter.
- ☐ Find local companies/organizations to intern locally during the school year.

3. Mock Interviews

- ☐ Schedule a mock interview career counseling appointment with your career specialist
- ☐ Practice your interview skills through Mock Interviews with the Peer Advisors

4. Connect w/ Campus

- ☐ Join student organizations, explore clubs at highlanderlink.ucr.edu
- ☐ Attend Career Center events, such as career fairs, register at careers.ucr.edu/events
- ☐ Participate in volunteer and research opportunities
- ☐ Participate in the ORBITS program for third year transfer students

5. Expand Network

- ☐ Connect with faculty, staff, advisors, career specialists, family, and friends and share your career goals.
- ☐ Conduct informational interviews with recruiters and alumni who work in your desired companies.
- ☐ Attend Career Fairs, Campus Events, Employer Information Sessions, Panels, and Interviews.