Career Planning Checklist

Freshmen

☐ Contact the Office of Career Services to familiarize yourself with the services and resources available: visit a counselor; set up a Griz eRecruiting account; receive a tour; check out www.umt.edu/career or use the computers or study space in the Career Resource Library. Any questions regarding a major, part-time job or career can be answered through a 15 minute walk-in or scheduled appointment with a career counselor.

☐ Start a file on your computer that includes career-planning materials, such as resume or resume outlines, reference contacts, and activities you're participating in now.

☐ Do some career exploration:
  ▪ Discover your values, interests, personality traits, abilities, aptitude, and lifestyle preferences. Various career assessments are available through the Office of Career Services.
  ▪ Identify possible majors and occupations that relate to your values, interests, personality traits, abilities, academic training, past employment, life experiences and lifestyle preferences.
  ▪ Speak to staff or faculty members from academic departments directly about the majors in which you are interested. Obtain information and investigate the courses each major involves and the potential career paths to which they can lead. Detailed course information can be found in The University of Montana Catalog.

☐ Take electives, courses outside your major or area of interest, to help explore a range of options.

☐ Visit ASUM or the Office of Student Involvement Network in the UC to find clubs and organizations to join and help build a broad background of college experiences, and meet new people. Explore community involvement, volunteer, and service learning opportunities through the Office for Civic Engagement.

☐ Attend or volunteer to help at the Health Professions Career Fair, Big Sky Career Fair or Multi-State Educators’ Career Fair. Contact the Office of Career Services or visit the web site at www.umt.edu/career for more information.

☐ Make an effort to get to know and utilize counselors, advisors, faculty and administration. They are valuable sources of information and in the future can serve as professional references.

☐ Use Griz eRecruiting to view part-time, summer and volunteer opportunities and find jobs that will give you meaningful, useful experience while meeting your financial needs to help pay for college. The Career Services website will also give you information about upcoming employment fairs and workshops.

☐ Acquire work experience through a summer job. Gaining related work experience is a must for developing and implementing skills and becoming familiar with specific work environments.