Career Planning Checklist

Sophomores

☐ Read and complete the checklist for Freshmen

☐ Continue to visit the Office of Career Services to familiarize yourself with the services and resources available. Check out our Calendar of events and the workshops listed on the website at www.umt.edu/career.

☐ Continue to add items to your resume and other career planning materials (activities, references, letters of recommendation, networking contacts, etc.). Keep an ongoing list of projects, activities, honors and committee memberships to use on a resume or to discuss in an interview.

☐ Do more career exploration:
  ▪ Affirm your values, interests, personality traits, abilities, aptitude, and lifestyle preferences through informational interviews to determine job responsibilities related to your career choice.
  ▪ Speak with staff or faculty from academic departments to finalize your decision on a major.
  ▪ Use research material from the Resource Library, Internet and Career Assessments. Read articles or books about career planning and do online research to collect information about specific career fields.
  ▪ Participate in informational interviews or job shadows. Informational interviews or job shadows are great ways to get answers to specific questions about what to do with your major or about particular careers.

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

☐ Join clubs or organizations on-and off-campus, and participate in community involvement or volunteer opportunities to help build a broad background of experience. Contact the Office for Student Involvement Network (SIN) in the UC to ask about leadership programs.

☐ Attend a career fair. Career Services hosts four fairs annually: Student Employment Fair; 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/careerfairs for additional information.

☐ Attend the workshops held each semester sponsored by the Office of Career Services. These workshops will help with your resume and cover letter writing, interviewing skills and job search strategies. Access the schedule of “Workshops” on the web site www.umt.edu/career.

☐ Familiarize yourself with the student employment website at www.umt.edu/studentjobs, and check out the on-and off-campus part-time, internships, summer and volunteer opportunities available.

☐ Develop a resume and have it critiqued by a career counselor. Also talk to the counselor about work experience that is meaningful, useful and related to your career goals.

☐ Apply for a summer job or internship to build a good work ethic and relevant experiences.