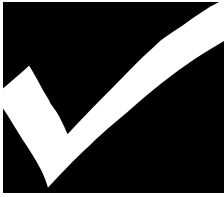


A 4-YEAR CHECKLIST TO SUCCESS and a J-O-B!

1st year

- Make sure your **time management skills** are ready to juggle work, school and outside activities. Visit this web site: www.ucollege.ilstu.edu/ucla/time-mgmt.htm and then schedule a time to attend a time management workshop offered by the University Center for Learning Assistance (133 Stevenson, 438-7100). The schedule can be found at: www.ucollege.ilstu.edu/ucla/studyskillsworkshopschedule.htm
- Set **academic goals**. Grades are important! If you need help, ask for it early. There are several resources available! Use your instructor's office hours to ask questions, study with friends and take advantage of the FREE tutoring available in the UCLA. There are several workshops available through the UCLA that can help you with note taking, test taking, paper writing and finding your learning style. www.ucollege.ilstu.edu/ucla/studyskillsworkshopschedule.htm
- Get involved** on and off campus. You'll be more marketable to employers if you are involved! Organizations give you an opportunity to learn important communication and leadership skills. ISU provides several ways to get involved on campus: student government, residence hall government, social organizations, professional business organizations, academic groups, etc. Visit this web site for descriptions of College of Business organizations: http://www.cob.ilstu.edu/general/student_organizations/. Your participation in business organization will allow you to participate in "Meet the Students" where the firms will come to you!
- Start researching your future career at the Career Center!** It's never too early! Employers want to know that you have career goals and that you are thinking ahead! Visit the Career Center in 185 Student Services Building and get to know their resources (they have A LOT!). You can also contact Maureen Roach at 438-5823 if you need help focusing on what to do with your business major or choosing a business major. Take advantage of self assessment tools! (SIGI+ and more!)
- Attend the Fall Employment Fair and/or Internship Fair** on September 21st and 22nd in the Bone Student Center. First, research the companies that are attending the fair. At the fair, ask the recruiters what are they looking for and inquire about opportunities with their companies. Contact Career Center (438-2200) for a list of participating employers and more information: www.ilstu.edu/depts/SAPS/NEWWEBSITE/Students%20Section/upcomingevents.shtml
- Attend Business Week** in March to hear the keynote speaker, participate in mock interviews with company recruiters and hear from ISU business alumni!
- BUS 100: Enterprise**. This 2 hour class is required for all College of Business students. The course briefly covers all business disciplines while encouraging career exploration through required assessment and research projects. This course is intended to be taken by business majors their 1st year at ISU.
- Sign up on erecruiting.com!** Fill out your profile and get to know the erecruiting system. You will keep this profile updated as you continue your career planning. Eventually, you will use it to schedule job and internship interviews.
- Start your professional portfolio**. Save all letters and certificates that document your involvement in activities. You should also save important class projects. You will refer to this information later when creating your resume and interviewing for positions!



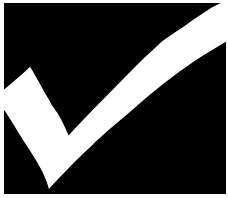
2nd year

- Check out the College of Business Advisement Web Site:** www.cob.ilstu.edu/advising. You will find checklists to track your progress toward graduation, appointment availability, registration tips and much more!
- Meet with your Academic Advisor in the College of Business** early in the fall to prepare for spring registration. We'll contact you via snail-mail so you can attend a sophomore group meeting!
- Join a professional business organization** if you haven't already! There will be a COB Student Organization recruitment day in the fall – organizations hold tables throughout the business building. Your involvement will allow you to develop a network of faculty and friends. Continue to strengthen your interpersonal and communication skills. It's time to start thinking...who will be your references when you graduate?!
- Continue to explore your career opportunities!** Take advantage of the EMentoring program offered by Alumni Services. This program will connect you with an ISU alumni who is employed in your area of interest and you will have the opportunity to job shadow them! Conduct several informational interviews with professionals in your field of interest.
- Attend Business Week in March!** You will be exposed to alumni and speakers in the business field! This event is coordinated every spring by College of Business students.
- Attend the Fall Employment Fair and/or the Internship Fair** in the Bone Student Center. Keep in contact with recruiters from last year and remind them that you are interested in their company!
- Internships are valuable!** The summer after your junior year is typically when students earn internship credit toward their major but you should do as many as possible in different places – try to obtain one for this summer! Visit the Career Center to find internship opportunities and search on career web sites including erecruiting.com!
- Learn how to build an effective resume.** Visit the Career Center for resume assistance and review. Use your professional portfolio as a reference.
- File the College of Business Standards for Progress Assessment Request form.** The second semester of your sophomore year, you should be completing College of Business continuance requirements. Forms are available in the COB Advisement Center. Continuance requirements include all of your 100-level tool courses, a 2.50 GPA, 60 hours and the MS Competency requirement. If you need assistance, contact your Academic Advisor *early* in the spring semester!



3rd year

- Upload your resume and your profile on erecruiting.com.** In order to participate in on-campus interviews you must be registered!
- Develop a long-term academic plan with your Academic Advisor.** Now that you have chosen your flexible core option, you can meet with a College of Business Academic Advisor to map out the rest of your requirements for graduation!
- Accounting Majors should attend “Meet the Firms Night” at the end of February.** This event is sponsored by the Student Accounting Society – contact them for more information.
- Develop your leadership skills.** Run for a position in your student organization, chair a committee, organize an event or supervise a project. These experiences will provide material for interview questions.
- Develop your network with peers, faculty and business professionals.** Another reason to be in organizations – often they will have “mixing” socials with firm representatives.
- Obtain related work experience.** Even as an undergraduate student, it is possible to obtain employment that will help you develop skills that will transfer to your first job and beyond.
- Start securing an internship for the summer!** Most companies have their internships hired by September for the following summer so don’t put off your company research and interviewing until the last minute! Use the information and contacts you have developed the past two years to secure an internship opportunity for summer! Meet with your COB Academic Advisor if you aren’t sure how it will fit into your academic plan.
- Learn how to conduct a well-planned job search.** You will need your resume and cover letters ready for your job and/or internship search.
- Prepare for interviews.** The Career Center offers a mock interview program; you’ll be interviewed by a professional recruiter! Practice makes perfect! Call the Career Center to sign up at 438-2200.
- Attend the spring “Professional Etiquette Dinner”** offered in the spring by the Career Center. Call 438-2200 to sign up.
- Attend Business Week in March!**
- Take the University Writing Exam.** You can sign up in 107 Moulton Hall or on iCAMPUS during registration (ENG 189.99).
- Learn how to be an effective team player!** Employers will require you to work on teams. Group projects from your curriculum will prepare you for this and you can refer to these experiences during interviews!



4th year

- Review your graduation plan with your Academic Advisor.** If you changed something on your academic plan, make sure you are signed up for the correct courses before your last year begins!
- In August and December, pick up an Academic Progress Summary from the Student Service and Referral Center located in 107 Moulton Hall.** The summary is a free explanation of your progress toward graduation. Oftentimes, your major electives need to be updated by your Academic Advisor. If you have questions, make an appointment to make sure you are on track!
- Update your resume and upload it on erecruiting.com.** This year you should be consistently checking the system to see which companies are visiting campus so you can schedule interviews with the ones you like! Make sure your resume is available for employees to search by calling the Career Center at 438-2200.
- Attend the Fall and Spring Employment Fairs!** Be dressed professionally. Make sure you have researched the company and are prepared to ask questions. Tell the recruiter why you are interested in the company and describe what you can bring to the position. Bring copies of your resume!
- Apply for Graduation** in 107 Moulton Hall or Student Accounts. The cost is \$25. The deadline for your graduation date will be listed in your registration directory (around February).
- Attend the spring “Professional Etiquette Dinner”** offered in the spring by the Career Center. Call 438-2200 to sign up.
- Visit the commencement web site** for frequently asked questions, gown and invitation information: www.commencement.ilstu.edu.
- Attend the Commencement Fair** in the Bone Student Center. The date (typically the end of March) is announced on the commencement web site: www.commencement.ilstu.edu

This comprehensive checklist toward graduation and a J-O-B is brought to you by the

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Advisement Center