



**CAREER ROADMAP**  
**4 YEAR**  
**PATHWAY**

**COMMIT TO YOUR SUCCESS. FOLLOW THIS ROADMAP TO  
DEFINE YOUR FUTURE.**



Career Center

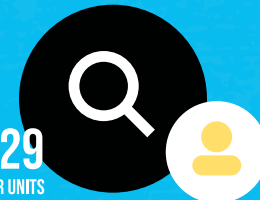


# 4 YEAR PLAN

## FRESHMAN

- Explore the Career Center website.
- Register on Handshake and create a profile.
- Meet with a Career Counselor.
- Attend Career Center workshops.
- Identify a mentor on-campus.
- Develop your resume.

00-29  
SEMESTER UNITS



30-59  
SEMESTER UNITS

- Research jobs and careers.
- Conduct informational interviews with professionals.
- Have your resume/cover letter reviewed.
- Join a club/organization.
- Practice interviewing with CSUSB Big Interview online software.
- Participate in experiential learning opportunities by volunteering, job shadowing, internships, and more.
- Meet with a Career Counselor.
- Continue working with your mentor.

## SOPHOMORE

## JUNIOR

- Brand your professional identity (LinkedIn & social media).
- Network with professionals, faculty/staff, employers, and alumni.
- Research graduate or professional programs and attend information sessions.
- Update and/or revise resume/cover letter.
- Apply for internships.
- Meet with a Career Counselor.
- Continue working with your mentor.

60-89  
SEMESTER UNITS



90+  
SEMESTER UNITS

- Continue branding your professional identity.
- Attend career fairs.
- Schedule a mock interview with a Career Counselor.
- Tailor resume/cover letter for job applications and submit.
- Attend professional conferences, conventions, and networking opportunities.
- Apply for graduate, professional, or other post-baccalaureate programs.
- Meet with a Career Counselor.
- Continue working with your mentor.

## SENIOR



# RESOURCES

## FRESHMAN YEAR

### CAREER CENTER WEBSITE

- Explore the Career Center website to find career related resources and information on Career Center workshops.

<https://www.csusb.edu/career-center>

- Get started on your resume!

<https://www.csusb.edu/career-center/students-alumni/career-resources/resumes-cover-letters-cvs>

### HANDSHAKE

- Develop/complete your Handshake profile. The stronger your Handshake profile is, the greater the return on career opportunities, such as job/internship leads, potential job interviews, internship offers and more. Make Career Counseling appointments and register for events.

<https://www.csusb.edu/career-center/welcome/handshake>

### IDENTIFY A MENTOR

- Identify a mentor that can provide valuable information and support to help you achieve your goals. Start here:

<https://mentoring.csusb.edu/>

## SOPHOMORE YEAR

### RESEARCH JOBS & CAREERS

- Online resources for major and career exploration:

<https://www.csusb.edu/career-center/students-alumni/career-resources/explore-majors-careers>

### JOIN A CLUB/ORGANIZATION

- Join a student organization and connect with others with similar interests and passions. These organizations can help you develop life-long skills and make your resume stand-out.

<https://csusb.campuslabs.com/engage/organizations>

### LEADERSHIP OPPORTUNITIES

- Develop your leadership skills with these opportunities:

> <https://www.csusb.edu/orientation/apply-soar>

> <https://www.csusb.edu/recreation-wellness/adventure/adventure-leadership-program>

> <https://www.csusb.edu/asi/getting-involved>

### INTERVIEWING

- Schedule a mock interview at the Career Center and practice with Big Interview.

<https://www.csusb.edu/career-center/students-alumni/career-resources/interview-skills>

## JUNIOR YEAR

### BRAND YOUR PROFESSIONAL IDENTITY

- Create a professional social media profile or website (i.e. LinkedIn, Portfolium, Weebly) to brand your professional identity and connect with professionals and alumni from your major.

> <https://www.linkedin.com/>

> <https://portfolium.com/network/csu-san-bernardino/members>

> <https://www.weebly.com/>

### GRADUATE PROGRAMS

- Learn how to research, identify, apply, prepare for, and fund your graduate education. You also have access to free practice testing materials for graduate programs.

> <https://www.csusb.edu/career-center/students-alumni/career-resources/prepare-graduate-school>

> [https://www.csusb.edu/sites/default/files/upload/file/HETS\\_Testing.pdf](https://www.csusb.edu/sites/default/files/upload/file/HETS_Testing.pdf)



## SENIOR YEAR

### CAREER FAIRS

- Visit the Events tab on the Career Center website to find out about upcoming career fairs and events.

<https://www.csusb.edu/career-center/events>

### CONFERENCES

- Attend professional conferences, conventions, and networking opportunities.

<https://www.csusb.edu/career-center/students-alumni/hacu-track-scholarship>

### RESUME, COVER LETTER, & CURRICULUM VITAE (CV)

- Visit the Students/Alumni tab on the Career Center website to find out information on how you can tailor your resume, cover letter, and CV for job applications / graduate school.

<https://www.csusb.edu/career-center/students-alumni/career-resources/resumes-cover-letters-cvs>





# TIPS & ACTION PLAN

## FRESHMAN YEAR DO'S & DON'TS

### DO

1. Take advantage of university services (i.e. Career Center, Library, Recreation Wellness Center, Counseling and Psychological Services, Health Center, Tutoring, The DEN, Student Union Student Centers, The Cave, [you.csusb.edu](http://you.csusb.edu))
2. Advocate for yourself, ask questions
3. Connect with your professors by going to office hours
4. Stay organized and practice time management skills
5. Try new things and make new friends by getting involved

### DON'T

1. Procrastinate or over schedule yourself
2. Study last minute (AKA "Cram")
3. Forget to visit your Academic Advisor to plan ahead
4. Forget to practice self-care
5. Forget to utilize academic support services (i.e. tutoring/writing centers, supplemental instruction, office hours with professors)

## TRANSFER STUDENTS TIPS & TRICKS

You only have 2-3 years coming in as a transfer student. Here are some important tips from a recent transfer student to help you get started.

- Meet with a major academic advisor as soon as possible.
- Plan ahead to make sure you don't fall behind.
- Get involved - Just because you came in as a transfer student does not mean you don't have an equal opportunity to join clubs, volunteer, get an on-campus job, or become a leader.
- Find and use all the resources made available to you, such as the Career Center.
- Attend as many events and career fairs as you can to open doors to opportunities for yourself.
- Connect with peers in your respective major.
- Inquire about Grad School.
- Getting familiar with MyCoyote and Handshake.

## NEXT STEPS: CREATE AN ACTION PLAN

Your Action Plan will help ensure your success at CSUSB and in your career goals. Your Action Plan should include steps you will take during each year in college during your time at CSUSB. Examples of steps you can take include:

- Make an appointment with a Career Counselor to begin exploring careers that align with my major
- Create a resume and have it reviewed at the Career Center
- Get an on-campus job by logging into Handshake, building my profile, searching for positions
- Connect with the CSUSB Graduate Studies Office to learn more about Graduate School Requirements
- Join the Coyote Network to establish a mentoring relationship with a CSUSB Alum

These are just some of the many steps you can take to reach your career goals and the Career Center is here to help you develop your Action Plan and guide you along each step of the way. Begin your career journey today by getting connected to the Career Center and start building your roadmap to success!





# START YOUR JOURNEY TODAY

## **CSUSB Career Center**

career.csusb.edu | careercenter@csusb.edu  
UH-329 | (909) 537-5250

## **Palm Desert**

pdccareercenter@csusb.edu  
IW-102 | (760) 341-2883