

FOUR YEARS TO LAUNCH

REED COLLEGE CAREER SERVICES...*EARLY AND OFTEN*

It's **never too soon** to begin planning for tomorrow, for next summer, for the future. We encourage your student to plan efficiently by getting to know the resources at their disposal. This year-by-year guide provides a road map for you to help learn the resources that Reed students have available to help them navigate their way through Reed.

FIRST YEAR STUDENTS

Get to know career services (CS). Learn the resources at your disposal.

- Attend our open house in early September. Discover resources, win prizes!
- Make an appointment with a career counselor. Connect *early and often*.
- Consider taking career assessment tests for career exploration & enhanced self-understanding.
- Subscribe to useful CS listservs (*Beyond Campus Opportunities*, pre-health, pre-law).
- Attend pre-profession meetings (pre-health, pre-law, pre-bus, pre-edu, pre-anything else) in early fall.

Start learning to present yourself on paper and in person.

- Draft a resume and work with CS to refine it. Consider uploading your resume to the *Nationwide Internships Consortium* database.
- Attend *Schmoozing Is Good for Your Brain*, an alumni/student networking event, in late September.
- Test the waters of your interests & skills through on-campus employment or part-time work, job shadowing, internships, volunteer opps, and summer work.
- Connect with SEEDS for volunteer work in the broader Portland community.
- Engage w/Student Activities to develop leadership & practical skills, to learn from your peers, and to build community.

Planning *early and often* will help you create success.

- Stay up to date with the CS calendar (www.reed.edu/career/calendar) and online resources in IRIS.
- Learn early that faculty members are key resources.
- Start to explore majors: read course descriptions in the *Catalog*, sample courses, research career options in the CS library & online with *What Can I do with this Major?*.
- If you're pre-med, stay on course w/pre-med pre-reqs.
- Attend career & internship fairs (CS/SEEDS *Non-profit Expo* in the fall; *Career and Internship Connections* at major US cities in January; *First Avenue Fair* in early April).
- Engage Academic Support Services to enhance your learning and academic performance.
- Talk to other students and professors about summer opportunities and begin your search early and use part of winter break to advance your summer plans.

SOPHOMORES

Major choice: use a wide array of resources to inform your decision.

- Explore & evaluate your major options: take an interest test. Research career options in the CS Library. Talk with a career counselor or faculty members. Choose a major (by spring, anyway)!
- Conduct informational interviews with alumni or other professionals to discuss fields and the qualifications and attributes sought by employers in those fields.
- Continue to try out your major or career choices through student leadership & engagement activities, volunteer work (utilize SEEDS), securing an internship or summer job, and seeking related opportunities to exercise your knowledge and skills.
- Consider study abroad. Research your options by visiting the international programs office.

Start thinking strategically about building your resume and using your summer well.

- Keep your resume updated and seek feedback from a CS counselor and faculty.
- Start looking *early and often* for meaningful summer work to test your emerging interests by starting your search early (fall semester).
- Use the employment & internship databases in IRIS. Ask about Reed-sponsored summer internships (e.g., McGill Lawrence Internship) and research opps (e.g., dept-sponsored or other).
- Polish your job search skills through videotaped mock interview practice.
- Get to know Reed's fellowships & awards committee-sponsored programs. Consider applying for appropriate opportunities.
- Continue to engage academic support, use the registrar's "major planners," attend health and wellness activities and go on Gray Fund trips to ensure balance in your Reed life.

Take networking to the next level, including outreach to the Alumni Career Network volunteers.

- Search the alumni career network (ACN) to find advisers who can help with ideas and job leads.
- Attend CS programs & events: *Schmoozing is Good for Your Brain*; alumni career talks; employer info sessions; resume & job search workshops; career & internship fairs during fall semester (Nonprofit Expo), winter break (*CIC Fairs* in major US cities), and spring semester (*First Avenue Career and Graduate School Fair*).

JUNIORS

Learn to assess your progress. Take stock of your summer...

Continue to sharpen the vision for your professional future by reflecting on the knowledge, the contacts, and the skills you gained over the summer.

Meet with a career counselor to discuss your post-Reed plans.

Use summer to work on applications for fellowships, scholarships, post-baccalaureate internships & research opportunities, graduate & professional schools, and targeted employers.

Practice interview skills before sitting for real interviews.

Begin post-bac study preparation 18 months ahead of schedule.

Begin prep for graduate or professional school at least 18 months in advance of your planned matriculation.

Meet with advisers, research programs, prepare for the appropriate standardized test(s), and cultivate references for letters of recommendation.

Consult graduate & professional school time lines available from CS and on schools' sites, to ensure you're on top of application processes.

Employ *Early and Often* planning for your year.

Many competitive summer experiences between junior & senior years serve as test cases for employers to determine future full-time career hires. Schedule time throughout the school year to advance your search and summer prospects!

Revisit and update subscriptions to CS listservs.

Update your resume(s), seeking further polish with a CS counselor.

Research & prepare your strategy to get the most out of the annual September alumni-student reception, *Schmoozing is Good for Your Brain*.

Develop your relationship with your department and academic adviser. Make sure you're on track with college, group, and major requirements.

Advance your understanding of career fields by continuing to build your network of contacts.

Conduct more info interviews w/ alumni & other professionals.

Consider asking to job shadow them for a prescribed time, perhaps during winter break.

Consider applying for fellowships & awards or competitive internship or research grants sponsored by Reed.

SENIORS

Regular time spent planning your post-bac plans will yield results.

Finish your resume before you return to campus after summer; you will need it *early and often* in the fall.

Review your job-hunting strategy with a career counselor, and do regular check-ins to assess progress.

Continue to follow the timelines for post-bac graduate & professional school.

Apply early to employers from prized destinations and/or graduate and professional schools during fall semester recruiting season.

Love your thesis work AND devote regularly scheduled time to your post-Reed plans and pursuits.

Polish your presentation.

Refine verbal communication skills by scheduling a mock interview in CS.

In the CS office, do videotaped mock interviews in preparation for real interviews.

Take full advantage of your networking opportunities: career fairs, info sessions, recruiting visits on campus. Practice!

Get connected and stay connected.

Attend *Senior Sanity* in early September to celebrate your successes and refresh your awareness of the support you have for your senior year.

Create a profile and participate fully in the September student-alumni reception, "*Schmoozing is Good for Your Brain*."

Participate in CS and employer-sponsored seminars and workshops.

Cultivate and develop your relationships with advisers (thesis, academic, career, peer, alumni, previous and current employers).

Continue to develop your network of connections, especially by contacting alumni career network volunteers in your field of interest.

Continue research on your chosen field(s) and explore all possible sources of job information (CS website and databases, CS Library, industry journals, trade magazines).

Make at least 5 contacts each week to develop your network, to learn of new opportunities, to send letters of inquiry and to apply to actual positions.

Let CS know how you're doing at every phase of your pursuit for meaningful work; keep the office informed when you accept a job or graduate school offer. Consider joining the alumni career network so other Reedies might benefit from your knowledge and experience. Know that CS will continue to work with you after you graduate to help in your pursuits.