

A 4-YEAR CHECKLIST TO GRADUATION

1st year

- ✓ Make sure your **time management skills** are ready to juggle work, school and outside activities. The BU Counseling Center offers online pamphlets on Time Management and other topics here: <http://counseling.binghamton.edu/home1p.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 offered by the Center For Academic Excellence (CIW Library). Visit this website for information on the CAE: <http://cae.binghamton.edu/Welcome.html>
- ✓ **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. BU and SOM provide 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 School of Management organizations:
<http://som.binghamton.edu/curstudents/undergrad/studentorgs.html>. Start your networking early. Campus involvement is an excellent way to learn social skills and make connections.
- ✓ **Read your E-mail!** The school sends out lots of notices to students via an undergraduate listserv. Listserv's are also available for individual majors and concentrations. It is critical that you look at your email daily!
- ✓ **Start researching your future career at the Career Development Center!** It's never too early! Employers want to know that you have career goals and that you are thinking ahead! Visit the Career Development Center (CDC) in the Bartle Library (ground Floor) and get to know their resources (they have A LOT!).
- ✓ **Attend the Fall Employment Fair and the Spring Internship Fair.** 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 the Career Development Center for a list of participating employers and more information: <http://cdc.binghamton.edu/>.
- ✓ **CQS 111.** This freshman class is required for all SOM students. The course briefly covers all business disciplines while encouraging career exploration through required assessment and research projects. It also develops basic computing skills to the higher level required by future SOM classes. Excel skills are especially critical

- ✓ **Sign up on e-recruiting!** Fill out your profile and get to know the e-recruiting system through the CDC. <http://cdc.binghamton.edu/erecruiting.html>. You will keep this profile updated as you continue your career planning. Eventually, you will use it to schedule job and internship interviews.
- ✓ **Learn how to build an effective resume.** Visit the Career Development Center for resume workshops and review. Professional development assistance will be a significant part of the CQS 111 course also.
- ✓ **Learn to read your DARS report!** DARS is your best resource for monitoring your progress towards your degree. The DARS report is available to you online 24 hours a day. You should refer to it whenever you are preparing for upcoming semesters, transferring courses into BU or making changes to your schedule. Always bring your DARS with you when you visit the Advising Office.
- ✓ **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 School of Management Advisement Web Site:** <http://som.binghamton.edu/curstudents/undergrad/advising.html>. You will find detailed information on degree programs, course information,
- ✓ **Attend Alumni Mentoring in the Fall!** SOM brings back a large group of alumni to meet sophomores, juniors and seniors in small groups for advice on all aspects of careers and preparation. This is a don't miss event. Networking is the primary way of obtaining your first post college job.
- ✓ **Join a professional business organization** if you haven't already! Student groups hold General Interest Meetings (GIM's) early each semester. Attend any that interest you to see if joining the organization would be in your best interests. Student groups hold workshops, bring in guest speakers and advise the Dean on student issues. 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 Mentoring programs offered by CDC and SOM. These programs will connect you with SOM alumni who are employed in your area of interest! Conduct several informational interviews with professionals in your field of interest.
- ✓ **Update your resume and your profile on e-recruiting.** In order to participate in on-campus interviews you must be registered!
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- ✓ **Attend the Fall Employment and Spring Internship 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!
- ✓ **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 CDC to find internship opportunities and search on career web sites including erecruiting.com! Many offers will be announced on the SOM undergraduate listserv as well, so continue to read your email daily.

3rd year

- ✓ **Update your resume and your profile on e-recruiting.** In order to participate in on-campus interviews you must be registered!
- ✓ **Develop a long-term academic plan with your Academic Advisor.** The third year is typically the time to declare your area of specialization (concentrations). Advising has lots of online and in office information to help you with this process. Stop in at Advising and talk to one of the advisors about your plans.
- ✓ **Accounting Majors (and others) should attend “Big Four” night in the Fall.** The largest accounting firms attend and have individual presentations as well as a group meet & greet. The accounting firms also recruit other business majors for non-accounting jobs.
- ✓ **Attend the Fall Employment and Spring Internship 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!
- ✓ **Attend Alumni Mentoring again in the Fall!** SOM brings back a large group of alumni to meet sophomores, juniors and seniors in small groups for advice on all aspects of careers and preparation. This is a don't miss event. Networking is the primary way of obtaining your first post college job.
- ✓ **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!** Use the information and contacts you have developed the past two years to secure an internship opportunity for summer! Meet with your Academic Advisor if you aren't sure how it will fit into your academic plan. And pay close attention to your email for announcements of opportunities not available through e-recruiting.
- ✓ **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. Meet with the SOM Placement Director, Jillian Kroll, for resume feedback and guidance in your search.
- ✓ **Prepare for interviews.** The CDC offers a mock interview program; you'll be interviewed by a professional recruiter! Practice makes perfect!
- ✓ **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! Create a new DARS report and bring it to Advising for a review.
- ✓ **Update your resume and upload it on e-recruiting.** 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 current and available.
- ✓ **Attend the Fall Career Fair!** 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** early in your 7th semester. Applications forms are online at the Registrar's website: <http://registrar.binghamton.edu/graduation.html>.
- ✓ **Visit the commencement web site** for frequently asked questions, gown and invitation information: <http://commencement.binghamton.edu/>