

FOUR YEAR CAREER GUIDE

Preparing You For Life After OWU!

First Year

- Log in to **Handshake** (go to owu.edu/careers or owu.joinhandshake.com) and verify your account using your OWU credentials.
- Meet with a Career Advisor during your first month to discuss your goals, take a self-assessment, or talk about your results (**MBTI** and **Focus II** are offered onsite and online).
- Attend career-related events on campus such as the Career & Grad School Fair, Internship & Summer Job Fair, networking events, resume workshops, webinars, and mock interviews.
- Apply for an **Externship opportunity** (they are offered twice yearly during Fall and Spring breaks).
- Get involved on campus, engage in the community, and meet students with similar interests. Connect with the Student Involvement Office and the Community Service Learning Office.
- Explore summer jobs, volunteering, externships, or internship opportunities.
- Take the StrengthsFinder Assessment and attend a Strengths workshop.

Second Year

- Connect with Alumni via the **OWU Alumni Network** for advice about pursuing your career interests.
- Declare a major and meet with a Career Advisor to narrow options and identify careers of interest.
- Build leadership through active participation and significant leadership roles within clubs, teams, or organizations.
- Draft a resume. Meet with a Career Connection professional or Peer Coach to review it (**Drop-in hours are the perfect time to have a resume reviewed M-TH 12 - 4:30pm HWCC #324**).
- Gain relevant experience by volunteering, conducting research, or participating in externships and internships!
- Utilize the **OWU Connection** by seizing opportunities to study abroad, enrolling in Travel-Learning Courses, and applying for Theory to Practice Grants. Participate in a Mock Interview to prepare!

Third Year

- Network with friends, family, and alumni! (Be sure to convey your interests, skills, and types of opportunities you seek).
- Review your career paths with a Career Advisor and create a strategy and timeline for achieving them.
- Talk to a Career Advisor, your professors, and Academic Advisor about graduate school timelines, requirements, and options.
- Attend career fairs and other campus networking programs. (FACT: A speaker during a campus program may be the person who offers your next internship or full-time employment opportunity.)
- Obtain relevant experience through volunteer opportunities, internships, externships, or research; cultivate relationships with potential references.
- Ask for graduate school letters of recommendation from faculty before the end of the year to ensure these are completed in time.

Fourth Year

- Attend BOTH the Fall Career & Grad School Fair and the Spring Internship & Summer Job Fair and be sure to engage with both employers and graduate programs.
- Develop your job or graduate/professional school search strategy with a Career Advisor. Begin applying to jobs or graduate/professional schools.
- Join the **OWU Alumni Network** (owu.wisr.io) to connect with alumni willing to help you reach your career goals and use **Handshake** (owu.joinhandshake.com) to search for and apply to jobs and fellowships.
- Explore the Career Connection website for job links, gap year ideas, graduate school info, resume examples, etc.
- Have a Career Advisor review/edit your resume and cover letter.
- Schedule a **Mock Interview** to prepare for job and graduate school interviews.

Resources For Choosing Majors and Careers

WHERE TO START

Schedule an appointment with a Career Advisor to assess your interests, skills, values, and personality. Strengths Finder & Myers Briggs (MBTI) are tools offered to assist with self-assessment.

CAREER CONNECTION

- **On-site library:** Excellent variety of books with in-depth information covering many career fields.
- **Handouts and Guides:** Explore resources on “Choosing Majors & Careers” and “Industries & Career Fields.”
- **Alumni in Residence:** Alumni networking with experienced professionals who can provide career guidance on-campus or through webinars.

CHOOSING A MAJOR: owu.edu/careers/students

Self-Assessment

- **StrengthsFinder:** All first year students will take Strengths during UC 160 and Career Connection helps students understand how this plays into career development.
- **MBTI (Myers Briggs Type Indicator):** Stop by Career Connection to learn more.
- **Focus II:** Interactive personality assessments and career/education planning system. Bring results for interpretation and conversation with a Career Advisor.

Research

- **Candid Career:** Access the new video library of 6,000 clips that feature day-in-the-life experiences of numerous occupations, along with “get hired” videos.
- **GoinGlobal:** Excellent career information by field with current trends, types of employers and international resources.
- **The OWU Alumni Network:** (owu.wisr.io) Connect with OWU Alumni working in many career fields and ask questions.

Experience

- **Handshake:** (owu.joinhandshake.com) OWU’s online source for all things career, including: jobs, internships, scheduling appointments, and registering for events.
- **Finding an Internship:** Stop in to Career Connection at HWCC #324 to talk with a Career Advisor about internship opportunities!
- **Externships:** Participate in an Externship experience during Fall & Spring breaks.
- **Parker Dewey:** Apply to paid micro-internships through this new system.
- **LinkedIn:** OWU Alumni & Friends, join now!