Choosing your major and your career can sometimes be an intimidating process. But the Career Center is committed to helping you develop the skills and identify the resources you need to make these decisions wisely and successfully. Career planning and decision-making is ongoing; you will go through this process several times in your life. Using the following steps as a guide will help keep you on track in your career planning process.

The Career Center has resources and programs that can help you in all the stages of this process. Sign up for an appointment with a Career counselor to discuss where you are in the Career Planning Process.

1. **Self Assessment**
   - What are my skills?
   - What are my interests?
   - What are my work values? What motivates me?
   - How does my personality impact my work style?

2. **Identify Career Options**
   - Research majors and careers that “fit” your self-assessment.
   - Identify potential career paths and starting points.
   - Talk with professionals in your field(s) of interest.
   - Begin to “target” specific companies that interest you.

3. **Career Preparation and Exploration**
   - Focus on appropriate coursework and projects.
   - Get involved in student clubs related to your field.
   - Gain experience through internships or co-ops.
   - Develop essential career-related skills.

4. **Job Search Strategy**
   - Identify best job search methods for your field.
   - Design professional resume and cover letter.
   - Network with alumni and professional associations.
   - Target your job search to your most desired positions.

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**Career Center Calendar**

www.csupomona.edu/~career/ for current dates, times and locations for Drop-In Advising, workshops and career events.

**Drop-In Advising**

No appointment necessary!
Monday-Friday 11am-3pm

**Summer Hours:**

Please call office for Summer hours.

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ATTENTION ALL STUDENTS!

The Career Center provides an on-line job and campus recruiting resource: BroncoConnection!
To register, log in to the Career Center web page:

www.csupomona.edu/~career
The following steps/links can guide you to choose or change a major. If you need further assistance in your exploration, please schedule an appointment with a career counselor to crystallize your decision.

**Explore your interests and personality to identify how they connect with a career:**
1. California CareerZone (http://www.cacareerzone.org/graphic/index.html) a proven, successful career exploration and planning system designed especially for students.

**Identify your major:**
*Once you have determined what career interests you, the next step is to identify the major that will lead you to that career. Below are resources to explore the careers and the majors that lead to them.*
1. “What can I do with this Major?” (http://www.dsa.csupomona.edu/career/majors.asp)
2. Occupational Information Network (ONET) (http://online.onetcenter.org/) - explore the tasks, knowledge, abilities, etc required of the job to see if you can see yourself in the job.
4. Prentice Hall Student Success Supersite (www.prenhall.com/success) - Resource to explore majors and career paths and much more.

**Cal Poly Pomona catalog:**
*Review the course descriptions. Do these classes interest you? Can you be successful in them?*  
CPP Catalog (http://www.csupomona.edu/~academic/catalog/) click on “Degree Programs” or “Colleges and Schools.”

**Review the webpage for the major — what did you learn?**
College, School & Academic Department Index (http://www.csupomona.edu/college_dept_index.php) click on the college that interests you.

**Curriculum sheets:**
*Review the course requirements and flow charts*
Curriculum Sheets (http://www.csupomona.edu/~academic/sheets/) - Go to your academic year (“07-08 Sheets”) and click on the major that you are interested.  
*If you are considering changing your major, review the Change of Major Requirements:  http://www.csupomona.edu/~academic/programs/major-change.shtml*

**Conduct Information Interviews:**
These are informal conversations that you can have with professionals in careers that are interesting to you. Please stop by the career center for a handout on informational interviewing.

**Visit the Career Center:**
The Career Center has many resources to assist you in the career development process, including career counseling, drop-in assistance, a career library and online resources.