Career Center

Time Line

Steps to Success

- **Handshake:** Register and UPDATE Your Handshake profile each semester.

- **Employment Resources:** Search employment resources including jobs—part-time on/off campus, internships, volunteer, and full-time opportunities via Handshake.

- **Career Counseling:** Meet with a Career Counselor to discuss career exploration, choosing or changing your major, internships, job search or grad school options.

- **Workshops and Events:** Attend Career Center workshops, career fairs and information sessions to make contact with employers and develop your skills for the world of work or graduate school.

- **Resume:** Draft a resume or update annually and obtain a review during a drop in session.

- **Skill Development:** Keep a record of the knowledge and skills you are developing in your coursework in MyBar. [http://mybar.cpp.edu/](http://mybar.cpp.edu/)

---

**YEAR ONE**

- **Join** a student organization, and/or volunteer to develop new skills and interests.
- **Explore** various careers and academic majors in the Career Center Library and online at the Career Center homepage.
- **Consider** enrolling in CPU 100 (Career and Personal Exploration Course) to clarify your academic and career plans.
- **Take** career assessments (MBTI, StrengthsQuest, Strong Interest Inventory) to strengthen career choices.

---

**YEAR TWO**

- **Attend** Career Center workshops that will help you with your internship or job search.
- **Obtain** a summer job or internship related to your potential field of interest.
- **Investigate** study abroad programs related to your career interest or field of study.

---

**YEAR THREE**

- **Consider** running for an executive board position with your club or organization to develop your leadership and team work skills.
- **Develop** a LinkedIn account and start expanding your network.
- **Begin** the decision-making process to determine if you plan to attend graduate school or pursue employment right after graduation.
YEAR FOUR

Utilize our On-Campus Interviewing Program (OCI). OCI provides the opportunity to interview at the Career Center with participating employers for internships and full-time positions.

Join a professional association at a reduced student membership rate to gain access to more networking, job opportunities and continuing education.

Implement a targeted job search in the fall semester utilizing Career Center resources.

ADDITIONAL CONSIDERATION: GRADUATE SCHOOL

Meet with Cal Poly Pomona professors in your intended field for advice on graduate programs and schools.

Attend the Graduate & Professional School Fair in the fall.

Research graduate school information on the Career Center website.

Organize your graduate school application process early. Contact schools for applications, specific departmental information, and deadlines.

Prepare for and take entrance exams (GRE, LSAT, MCAT, GMAT) in time for your scores to be considered.

Obtain letters of recommendation from faculty members or other professional references.

EMPLOYMENT OPPORTUNITIES

Start your job search efforts early! Many employers start recruitment in the fall.

Network with faculty, fellow students, former employers, family and friends to uncover potential job opportunities.

Attend Career Center employer information sessions to network with various companies.

Sign-up for on-campus interviews with employers through Handshake.

Find career-related internship and co-op opportunities through the Career Center, academic departments, and the Center for Community Engagement.

Practice your interviewing skills by utilizing "Big Interview" found on the Career Center website, or meeting with a Career Counselor for a practice interview.

Use the Career Center Library to identify employment literature, salary information, etc.

Search job listings through Career Center Website: www.cpp.edu/~career

909.869.2342 | www.cpp.edu/~career | Email: career@cpp.edu | Bldg 97 – Room 100