

FLCC Career Services Office

(2nd floor – across from Cafeteria)

585- 394-3500 Ext. 7270

Career Planning Timeline – 2 Years to Graduation!

Getting the job you want after graduation and planning your career requires a significant amount of time and effort. The following timeline was designed to assist you in determining steps to take to plan for your career while enrolled in a two-year degree program.

First Year – First Semester

- Visit the Career Services Office to acquaint yourself with its services. You may be interested in assessment instruments to help you discover how your aptitude, interests, personality, and values match your career choice:

*Access the **MBTI** online at www.flcc.edu/career*

*Take the **Strong Interest Inventory** at www.flcc.edu/career*

*Use the **FOCUS2** Career Planning guide, also at www.flcc.edu/career and in the Content Folder of your Student Group on ANGEL*

- Talk to career counselors, faculty, alumni, your advisor, and employers about possible careers and opportunities.
- Get involved! Join a student organization, FLCC club, student chapter of a national professional organization. You can begin to build a network of peers and professionals to guide you.
- Start a career information file for names, contacts, and records of career exploration activities. Every contact may come in handy when you are ready to go job hunting!
- Develop your resume and continue to refine it as you increase your experience and complete your coursework – the Career Services Office has many resources available to help you build a resume that will work for you, including **Optimal Resume** available on our website at www.flcc.edu/career.

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First Year – Second Semester

- Begin to focus your coursework within your major. Continue to use your elective credits to broaden your exposure to other potential career areas.
- Ask recent graduates for the names of professors and classes which most benefited their career development.
- Research several employers and arrange informational interviews to better understand the career field and what you can do to prepare for it, or make an appointment for a “mock interview” in our office.
- Begin to build an appropriate wardrobe and refine your etiquette skills for working and interviewing. Attend and participate in **Career Week** activities and workshops in April!
- Identify and pursue an internship position in your career field. Check with your advisor or our office for a list of employers offering internships and field experience.

Second Year – First Semester

- Develop a network of contacts including faculty, employers, friends, and family members who can help you with your job search.
- Identify and read two or more professional or trade publications from your field of study and read them on a regular basis.
- Continue to research companies and contact professionals to conduct informational interviews. These often lead to eventual employment offers.

Second Year – Second Semester

- Continue to pursue work experience during the school year. If you have not yet gained any work experience in your career field, consider volunteering for an employer as often as your time and finances will allow.
- Update your resume to include your most recent experience and education. Don't forget to drop off a draft of your resume to our **Resume Express** service – have it critiqued and returned in 48 hours!
- Begin interviewing as early as possible in your final year. Check with our office for a list of employers who will be advertising positions and conducting on-campus interviews.
- Finally, continue to keep in touch with the Career Services Office after graduation and notify us when you do accept employment. As an FLCC graduate and ‘experienced professional’ you may also want to return to participate as a career day speaker, job fair participant, or mentor to a new student!