



Freshman Year

- Work with your academic advisor to set your academic plan for your intended career track. Confirm whether an internship is required for your major(s) and note when you plan to complete that experience.
- Talk with a career counselor about your interests and set career goals. Ask about informational interviews, non-credit and micro-internships, and job shadow opportunities.
- Complete the Focus2 career assessment offered by Career Services to better understand your career preferences and strengths.
- Attend workshops hosted by Career Services that introduce career planning, exploring majors, and understanding skills employers seek.
- Explore possible second majors, minors, or pre-professional programs.
- Research whether your chosen career track requires additional certifications, licenses, or graduate degrees.
- Meet with Career Services to start developing a professional résumé.
- Get involved with at least one campus event, organization, or sport to develop leadership and organizational skills.
- Schedule a mid-year check-in with your academic advisor to evaluate your progress and discuss adjustments to your academic or career plans.

Sophomore Year

- Meet with your academic advisor to discuss your major and clarify program requirements.
- Develop your leadership and other career readiness skills through campus and community involvement.
- Participate in community service or Social Impact Trips through the Wackerlin Center for Faith and Action to explore your career interests.
- Hone your communication skills by taking a writing or communication course.
- Meet with Career Services to explore potential career options specifically within your area of study.
- Explore careers by coordinating job shadowing and informational interviews with professionals in your areas of interest through Career Services.
- Use online career resources to search for internships and job openings, and research recruitment timelines and application cycles for your desired field.
- Meet with the Campus Internship Coordinator to learn about internship requirements, processes, and strategies. Consider completing your required internship early or participating in a non-credit internship.
- If you're interested in graduate school, make a list of potential programs, including prerequisites and admission requirements, and connect with your academic advisor to ensure your academic plan aligns.

Junior Year

- Meet with your academic advisor to ensure you are on track for your anticipated graduation date. Register for any applicable internship courses early and confirm your timeline with the Campus Internship Coordinator.
- Update your résumé and meet with Career Services for a formal review.
- Secure an internship to explore a chosen profession and gain hands-on workplace experience. Connect with the Campus Internship Coordinator to ensure all necessary forms are completed and approved.
- Establish your profile with a professional photo on LinkedIn and other career-related sites.
- During Junior Mentoring, talk with faculty members in your major to gain deeper knowledge about your intended career track.
- Participate in a mentorship opportunity — such as the Career Professional Mentoring Program through Career Services or one offered through your academic department — for personalized career guidance.
- Attend employer visits, employer showcases, or networking nights sponsored by Career Services to connect with potential employers.
- If you are pursuing graduate school, start preparing for any required entrance exams (e.g., GRE, LSAT, MCAT).
- Attend interviewing, résumé, and job search workshops.

Senior Year

- Schedule a final review with the Crouse Center for Academic Advising early in the academic year to confirm graduation requirements and milestones.
- Build your professional network through events like career and alumni panels and the AU career fair.
- Connect with the Campus Internship Coordinator if you have not completed your required internship, or to discuss additional internship opportunities that may lead to full-time job offers.
- Update your résumé with internship experience and transferable skills.
- Perfect your interviewing skills by participating in a mock interview.
- Finalize any graduate school applications, including securing letters of recommendation, and meet with your career counselor to review your personal statement and other materials.
- Join alumni networking groups facilitated by Career Services to strengthen your professional connections before graduation.
- Attend Career Services sessions focusing on salary negotiations, evaluating job offers, and financial planning after graduation.
- Tailor your cover letter and résumé for specific job applications.
- Share your post-graduation plans with Career Services!

Connect with the Crouse Center and Career Services

Use the contact information below to set up appointments with Career Services and the Crouse Center for Academic Advising throughout your time at AU.

Crouse Center for Academic Advising

aurora.edu/crousecenter
advise@aurora.edu
630-844-6870



Career Services

aurora.edu/career
career@aurora.edu
630-844-5403

