

Four-Year Career Plan

First Year: Self-Assess

- Stop into the Center for Career Development
- Visit *What can I do with this major?* on career.utk.edu
- Take personality/career assessments such as the Strong Interest Inventory, TypeFocus, and PathwayU
- Meet with a career counselor
- Enroll in Exploring Majors & Careers-CE205
- Explore interests by shadowing and speaking with professionals in a variety of occupations
- Learn about UT resources including college advising offices, the Counseling Center, the Student Success Center, and tutorial services
- Register with Handshake to access part-time jobs and internships in your area of interest
- Begin planning for involvement in campus activities, student organizations, research, leadership and service programs and study abroad

Second Year: Explore

- Meet with center professionals to formulate goals
- Conduct informational interviews to test your interests and develop contacts
- Build your resume through involvement on campus, volunteering, part-time jobs, and internships
- Visit the center and have your resume critiqued by a peer career advisor
- Maintain a high GPA to compete for positions and graduate school
- Update your Handshake profile, create a LinkedIn account; manage your social media professionally
- Establish relationships with faculty in a major of interest for work and graduate school recommendations
- Attend center workshops, networking events, panels and job fairs; plan to attend Sophomore Boot Camp in January

Third Year: Experience

- Schedule an appointment with your career consultant to assess your goals
- Continue to build your personal brand; update your resume
- Utilize Handshake and your network to secure an internship, research experience, or other position related to your goals
- Attend job fairs throughout the year (many employers visit campus in the fall to secure summer interns)
- Participate in career-related professional associations
- Schedule a practice interview to develop your professional communication skills
- Enroll in one of the center's job search strategies courses
- (For potential graduate students) Utilize graduate school resources and workshops to research schools and programs; set deadlines for required steps
- Attend center events to strengthen job search skills

Fourth Year: Transition

- Schedule an appointment with your career consultant to strategize post-graduate plans
- Research companies, opportunities, and job fairs at the beginning of fall semester
- Utilize Handshake to identify positions and develop targeted resumes and cover letters
- Participate in on-campus recruiting opportunities
- Enroll in one of the center's job search strategies courses
- Continue to network and conduct informational interviews with professionals in your field
- (For potential graduate students) Schedule a personal statement critique, meet required deadlines for graduate school, and create a parallel plan
- Take the graduation outcomes survey-share your success!

– Get Started on Your Career Plan –

Take a Class

Exploring Majors and Careers: CE205

- One-credit, elective course designed to help you choose a major or career
- Learn about your interests, personality, and skills and how they fit with UT majors and careers
- Hear from college advisors, conduct research, learn about decision-making and goal setting
- First and second sessions available each semester
- Contact: Erin Bennett (865) 974-5435 or ebennett@utk.edu

First Year Studies 101 for Exploratory Students

- Perfect if you planned on taking First Year Studies 101 AND you have not yet chosen a major
- Follows the FYS 101 curriculum with an emphasis on the career exploration process
- Ask your advisor to help you register for these specific sections

Take an Assessment

Strong Interest Inventory

- An assessment for students choosing a major or career path
- 291 questions that compile your interests and compare them to professionals across occupations
- Meet with a career counselor to review your results and see how they relate to UT majors
- Call (865) 974-5435 for an appointment OR schedule a Major or Career Exploration appointment in Handshake

To take the Strong Interest Inventory:

Go to: <http://bit.ly/UTKSII>

Register to create an account

Complete the demographic survey (optional)

Pathway U

- An online tool that compiles a student's interests, values, personality, and workplace preferences
- Meet with a career counselor to discuss results and think about next steps
- Create an account with PathwayU

To use PathwayU:

Go to: <https://utk.pathwayu.com/login>

Create an account by clicking Join Now

Part Time Jobs

Interested in part-time employment? Our staff can help you explore available positions that reflect a wide variety of fields with work schedules that are varied and flexible. Pay rates start at minimum wage (\$7.25 per hour) and increase depending upon the employer.

View current job postings by

- Logging into Handshake: <https://career.utk.edu/handshake/>
- Meeting with Assistant Director Joann Jeter. Call (865) 974-5435 for an appointment