



CAREER ROADMAP

FRESHMAN YEAR

- Choose a major that will be compatible with your interests and future career pursuits.
- If you are unsure of what major you should pursue, ask yourself the following questions:
 - What tasks do I derive the most satisfaction from?
 - What are my interests and abilities?
 - What kind of environment do I want to work in?
- If you need some assistance in assessing which major is right for you, visit with your advisor, Business Career Center (BCC) or TU Career Services for additional help.
- Create a resume and cover letter – visit the Business Career Center for help!
- Register with Golden OpporTunities and upload your resume.
- Join a student organization relevant to your major or future career.
- Engage in volunteer activities to network with professionals and get involved in the community.
- Create a LinkedIn profile to network with TU grads and discover relevant topics in industries of interest to you.
- Attend the business etiquette dinner and other career workshops available through BCC and TU Career Services.

SOPHOMORE YEAR

- Keep your resume and cover letter update-to-date, make an appointment with the BCC for help.
- Begin exploring your career options – networking or job shadowing are great ways to learn more about specific job tasks.
- Start gaining experience outside of the classroom by obtaining a part-time job related to your field of study.
- Research and explore careers on the Internet to get a better understanding of the job outlook and the emerging trends in the industry.
- Attend Career Fairs to begin building your network and to obtain a summer internship.
- Utilize job search sites and Golden OpporTunities to continue looking for internship opportunities.
- Participate in a mock interview with Business Career Center to prepare for upcoming job interviews.
- Apply for part-time job openings that interest you and begin interviewing for summer internships.
- Send thank you cards within 24 hours of all interviews, site visits, or recruiting events.
- Continue attending career workshops and events available through BCC and TU Career Services.
- If you received an internship offer for the summer, please take a few minutes to fill out the internship survey, which will be emailed to your @utulsa.edu email address.

JUNIOR YEAR

- Keep your resume and cover letter update-to-date – make an appointment with the BCC for help.
- Narrow your career focus – begin to think about the specific jobs you might be interested in after graduation.
- Attend Career Fairs to begin building your network and to obtain a summer internship.
- Utilize job search sites and Golden OpporTunities to continue looking for internship opportunities.
- Participate in a mock interview with Business Career Center to prepare for upcoming job interviews.
- Apply for job openings that interest you and begin interviewing for summer internships.
- Send thank you cards within 24 hours of all interviews, site visits, or recruiting events.
- Attend the business etiquette dinner and other career workshops available through BCC and TU Career Services.
- If you received an internship offer for the summer, please take a few minutes to fill out the internship survey, which will be emailed to your utulsa.edu email address.

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SENIOR YEAR

- Keep your resume and cover letter update-to-date – make an appointment with the BCC for help.
- Focus on marketing yourself to potential employers.
- Visit with employers on-campus and at their facilities when possible.
- Attend Career Fairs and information sessions to begin assessing your options for after graduation.
- Utilize job search sites and Golden OpporTUunities to continue looking for job opportunities.
- Participate in a mock interview with Business Career Center to prepare for upcoming job interviews.
- Gather information on realistic salary expectations in preparation for salary negotiations.
- Apply for job openings that interest you and begin interviewing for full-time jobs after graduation.
- Send thank you cards within 24 hours of all job interviews, site visits, or recruiting events.
- Attend the business etiquette dinner and other career workshops available through BCC and TU Career Services.
- Congratulations on your graduation! Please do not forget to report your success in finding a job by filling out the employment survey sent to you from the Business Career Center.
- Keep in touch with the BCC to utilize our resources as a Collins College of Business Alumnus and to one day recruit for your company!