The Career Resource Center
First Year Checklist

August
☐ Review the Career Centers website to learn what resources are available (newpaltz.edu/careers)
☐ Participate in Welcome Week activities
☐ “Like” the SUNY New Paltz Career Resource Center Facebook and follow us on Instagram
☐ Explore HawkHire and complete your profile at newpaltz-csm.symplicity.com
☐ Visit the Center for Student Success to learn more about on-campus tutoring services
☐ Attend the Wednesday Workshop Series, weekly from 12:30-1:30 in HUM 214. See the calendar at newpaltz.edu/careers.

September
☐ Go to the Student Activities & Involvement Fair and consider joining a club related to your major and/or interests
☐ Attend the 9th Annual Volunteer Fair on 9/14 in SU MPR
☐ Apply for Saturday’s of Service for Fall 2017
☐ Start developing a college level resume for summer jobs and internships by attending the Wednesday Workshop
☐ Attend the Study Abroad Fair
☐ Apply for Emerging Leaders

October
☐ Attend a First Year Internship Program information session and APPLY by 10/31
☐ Meet with a career counselor to discuss your plan for Summer 2018
☐ Attend the Fall Networking Fair for Jobs & Internships 10/18 11:00-3:00 SU MPR
☐ Make an appointment with a Career Specialist to begin exploring majors, minors and/or careers.
☐ Participate in Make a Difference Day

November
☐ Attend the Graduate and Professional School Day on 11/14, 12-2, SU MPR to explore possible careers
☐ During Break, meet with someone who works in a career field you wish to pursue and conduct an informational interview
☐ Attend Teaching English Abroad 11/15, 11am-1pm
☐ Apply for Saturday’s of Service for Spring 2018

December
☐ Start searching for summer jobs and internships using HawkHire and CareerShift
☐ Apply for Alternative Spring Break

January
☐ Attend the Wednesday Workshop Series, weekly from 12:30-1:30. See the calendar at newpaltz.edu/careers.
☐ Select extra-curricular activities and ask student leaders how to become involved. These will be important for your resume.
☐ If you have not yet selected a major or career area, let a Career Specialist help you assess your interests, values and strengths by taking a career inventory such as the MBTI or Strong Interest Inventory.

February
☐ Go to the Student Activities & Involvement Fair and consider joining a club related to your major and/or interests
☐ Use CareerShift to continue searching for summer jobs and internships
☐ Have your resume reviewed by a Career Specialist
☐ Attend Camp Day to explore summer employment opportunities

March
☐ Participate in Resumania at the Career Center to prepare your resume for the fair
☐ Have your LinkedIn photo at the Spring Networking Fair for Jobs & Internships
☐ Schedule a mock interview at the Career Center
☐ Vote for Hugo in the Hawk in Mascot Madness
☐ Apply for academic scholarships for the ’18-’19 school year.
☐ Participate in the Etiquette Dinner
☐ Attend the Women’s Leadership Summit on campus – consider attending the panel for the school you want to declare your major within
☐ Interested in conducting research this summer? Apply for the SUNY New Paltz Summer Undergraduate Research Experience (SURE) and Academic Year Undergraduate Research Experience (AYURE)

April
☐ Run for a leadership role in a club/student org
☐ Have a summer internship? Apply for the CAS Internship Stipend at the Career Center
☐ Attend the Career Center’s Public Service Week’s workshops, panels and event
☐ Participate in New Paltz Clean Sweep

May
☐ Pick up the Sophomore Checklist before you leave campus for the summer
☐ Update your Co-Curricular Transcript to include all of your experiences from your first year