THE CAREER RESOURCE CENTER
First Year Checklist

Goal: To have an awareness and understanding of the career development process

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. 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
- Attend the Wednesday Workshop Series, weekly from 12:30-1:30. See the calendar at newpaltz.edu/careers.

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 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 events
- 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