THE CAREER RESOURCE CENTER
Senior Checklist

Goal: Identify the career path that is most satisfying, have a successful job search/interview process and secure a job

August
☐ Participate in Welcome Week activities
☐ “Like” the SUNY New Paltz Career Resource Center Facebook and follow us on Instagram
☐ Explore HawkHire and update your profile at newpaltz-csm.symplicity.com
☐ Identify 2-3 career fields to pursue
☐ 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 – strive to be an active member in clubs related to your major – obtain a leadership role if possible
☐ Attend the 9th Annual Volunteer Fair 9/13 MPR to find ways to engage in the New Paltz community
☐ Apply for Fall Saturday’s of Service
☐ Final polish to your resume and LinkedIn
☐ Attend the Study Abroad Fair
☐ Identify faculty and staff who will be references for you; ask for letters of support

October
☐ Meet with a career counselor to discuss your plan for after graduation
☐ Have your resume and cover letter reviewed for full-time job applications
☐ Attend the Fall Networking Fair for Jobs & Internships 10/18 11:00-3:00 SU MPR
☐ Participate in Make a Difference Day

November
☐ Attend the Graduate and Professional School Day on 11/14 SU MPR to research graduate and professional school options
☐ During Break, meet with someone who works in a career field you wish to pursue and conduct an informational interview
☐ Have your personal statement for graduate school applications reviewed at the Career Center
☐ Apply for Spring Saturday’s of Service
☐ Attend Teaching English Abroad 11/15 11-1

December
☐ Start searching for jobs using HawkHire and CareerShift
☐ Apply for Suit Yourself Stipend to purchase professional attire for job interviews
☐ Apply for Alternative Spring Break
☐ Over break begin to clean up your online image
☐ Secure an internship for the spring semester

January
☐ Attend the Wednesday Workshop Series, weekly from 12:30-1:30. See the calendar at newpaltz.edu/careers
☐ Meet with a Career Counselor to research job trends and salary
☐ Implement a job search plan

February
☐ Continue to actively job search using HawkHire and CareerShift
☐ Complete the graduate school application process
☐ Attend Camp Day to learn about full-time and summer positions
☐ Use LinkedIn to identify and network with SUNY New Paltz Alumni

March
☐ Participate in Resumania at the Career Center to prepare your resume for the fair
☐ Attend and have your LinkedIn photo taken at the Spring Networking Fair for Jobs & Internships
☐ Schedule a mock interview at the Career Center
☐ Vote for Hugo the Hawk in Mascot Madness
☐ Participate in the Etiquette Dinner
☐ Attend the Women’s Leadership Summit on campus

April
☐ Attend the Career Center’s Public Service Week’s workshops, panels and events
☐ Participate in New Paltz Clean Sweep
☐ Attend a professional conference associated with your industry/career
☐ Complete at least one mock interview before you graduate

May
☐ Develop a contingency plan in case immediate career plans are not realized
☐ Update your Co-Curricular Transcript to include all new experiences
☐ Continue the job search process
☐ Update your contact information with the Office of Alumni Relations