



Career Planning Tips

“What am I going to do when I graduate?” This question is never too early to consider. Many students don’t have a crystal-clear career path mapped out early on, but it’s crucial to start exploring possibilities. Even if you don’t know what you want to do when you graduate, that’s okay! Effective career planning is an ongoing journey, not a one-time event. Begin reflecting on your interests and goals from your first semester.

Getting Started:

- **Identify Interests:** Use ASU-Beebe’s free career assessment, [Focus2Career](#). Review your career aspirations, exploring fields that pique your curiosity. Research these fields to gain a deeper understanding. [Schedule an appointment](#) with the Career Placement Coordinator for help.
- **Align Academics:** Select courses that align with your interests and provide valuable knowledge for your potential career paths. However, some general education courses may be required as well. [Schedule an Advising session](#) for help with selecting courses.
- **Seek Guidance:** Connect with Career Services and instructors who can introduce professionals in your areas of interest to gain insights into real-world job experiences.
- **Gain Experience:** Engage in relevant extracurricular activities, internships, part-time jobs, or volunteer work to build practical skills and explore career options firsthand.
- **End-of-Semester Review:** At the end of each semester, review your progress, adjust your course selections, and identify new opportunities for growth based on your evolving interests and experiences. You don’t need to have your entire life figured out. By focusing on your next steps – whether it’s a specific course, an internship, or a club to join – you’ll gradually gain clarity and discover the career path that best suits you.

Freshman Year

Guiding Questions:

- What do I want to do when I graduate?
- How are my classes and activities aligning with my anticipated career path?

10 Strategies for Success:

1. **Complete Your Handshake Profile!**
2. **Proactive Goal Setting:** Set clear personal and professional goals, and regularly evaluate your progress. You must take an active role in your career exploration and planning.
3. **Academic Excellence:** Maintain a strong academic record. Many employers highly value good grades. Seek academic support through [tutoring](#) or study groups if needed.
4. **Faculty and Staff Connections:** Build relationships with faculty and staff. Seek guidance, mentorship, and extra support when necessary.
5. **Career Expo Exploration:** Attend ASU-Beebe and local career events to explore a wide range of career options and connect with potential employers.
6. **Communication Mastery:** Develop exceptional written and oral communication skills. Employers desire clear, concise, and impactful communication.
7. **Time Management Prowess:** Cultivate effective time management habits to balance your school and personal life. Strong time management is crucial in the business world.
8. **Resumé Refinement:** Regularly update your resumé to reflect your evolving skills and experiences. College-level resumé standards differ from high school requirements.
9. **Computer Proficiency:** Develop essential computer skills, including mastery of industry-standard software (Microsoft 365, Zoom, etc.) to enhance your marketability.
10. **Get Real-World Experience:** Actively seek practical experience through student clubs, volunteering, part-time jobs, or internships. Check [Handshake](#) for opportunities!

Sophomore Year

Guiding Questions:

- What are my short-term and long-term career goals?
- Should I transfer to a four-year institution to further my career and academic goals?
- Where can I find internships, volunteer opportunities, or jobs?

5 Strategies for Success:

1. **Plan Ahead:** [Work with an advisor](#) to determine whether your evolving career interests require transferring to a four-year school. Research programs at several schools in early fall if possible.
2. **Searching Skills Development:** Enhance your internship and job searching skills by [scheduling an appointment](#) with the Career Placement Coordinator. Regularly check [Handshake](#) and [JobFair](#) for internship and job opportunities.
3. **Resumé Review:** Continue updating your resumé regularly. [Schedule an appointment](#) with Career Services for a personalized review of your resumé and cover letter.
4. **Reference Network Building:** Develop a professional network of references, including faculty, staff, former supervisors, and mentors. Obtain their permission to use them as references and provide them with a copy of your resumé.
5. **Participate in Mock Interviews:** [Schedule an appointment](#) with the Career Placement Coordinator to simulate real-world job interviews and master interviewing techniques. Get personalized feedback.

Questions?

Contact Career Services

501-207-6202

careerservices@asub.edu