



*Division of Student Affairs
Career and Professional Development Center*

**UNIVERSITY OF MARYLAND EASTERN SHORE
CAREER DEVELOPMENT TIMELINE FOR STUDENTS**

FIRST YEAR-FALL

- During Freshmen year at the University you must focus on transitioning from high school to college.
- It is important for students to focus on grades, which will influence their overall G.P.A and also the ability to meet the standards requested by potential employers.
- Two main focuses should be academics and adjusting to campus life.
- Students should register to complete a Handshake Profile. Go to the Career & Professional Development website at www.umes.edu/careers to sign up.
- There you will find information to acquaint yourself with the Career & Professional Development Center virtual services and events. The office is located in the Student Service Center-Suite 2158.

FIRST YEAR-SPRING

- During the Spring, students are encouraged to become more familiar and explore the Career & Development Center resources.
- If you have not declared a major or are unsure of a selected major, make an appointment with a Career Professional to clarify career goals. This may include doing some career assessments and follow-up appointments to review the assessments and discuss next steps.
- Development of a strategic career plan can be helpful.
- It is important for you to develop a professional resume. This can be complete by going to www.umes.edu/careers . On the menu to the left on [Resume Skills Guideline Packet](#) which will assist you with the development of your resume.
- This will prepare students for internship opportunities. If you already have a resume send it for critiquing to Dr. Theresa Queenan at tqueenan@umes.edu or Mrs. Bettye Hoskins-Knox at bjhoskins@umes.edu

SOPHOMORE.YEAR-FALL-SPRING

- Exploring your interests and researching your perception of your selected career field is important. This is the time you declare a major and you should fill comfortable with your career choice.
- Start researching, identifying and applying to internships, volunteer experiences, or summer jobs that are related to your career field. This will help you develop important communication and work-related skills. Continue researching career choices, learning about the skills you need to be competitive in the job market and work on developing those skills.
- Build your network of contacts, including those made through job shadowing and information interviewing.

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- Continue participating in campus organizations; find opportunities to develop strong leadership and communication skills.
- Develop a portfolio to showcase your accomplishments and skills.
- Develop a LinkedIn profile and have it reviewed at the Career Center.
- Attend activities and events sponsored by the Career Center. Career Fairs, Networking Workshops, Interviewing Skills and more.
- Make sure to identify a professional association in your area of interest and consider joining as a student member.
- Make sure to continue visiting the Career & Professional Development Center. Learn how to write resumes and job-search letters as well as interview for jobs.

JUNIOR YEAR FALL-SPRING

- This is an important year for students.
- Exploring what life will look like after graduation should start at this time.
- Consider these questions. Have I built my resume through internships in my career? what skills have I further enhanced and most importantly “Do I have a 3.0 grade point average?”.
- Update your Handshake profile so you will continue to receive major specific information regarding internships, employment, networking opportunities and other advantages.
- Making the decision to seek employment or enter graduate/ professional school can be perplexing for some students. The question often for seniors is **“What Do I Want to Do?”** Make sure to visit the Career & Professional Development Center for assistance.

SENIOR YEAR FALL-SPRING

GRADUATION YEAR! What does that look like? Have I taken advantage of the opportunities and service offered by my University Career Center that will make me more competitive in a global workforce? Here are some steps to follow:

- Attend all University Career Fairs at the University.
- Make sure resume is professional and error free. Finalize your resume and review it with a career professional.
- Research employers and read industry publications
- Engage with potential employers on social media
- Practice interviewing through recording yourself with the interviewing resources on the Career & Professional Development Center website. You can also schedule a mock interview with staff.
- Submit applications for employment. Apply for jobs.
- Focus on completing your degree requirements while maintaining a high-grade point average
- Use your participation in professional organizations and clubs to make connections with people who may provide you with job leads.