FOUR-YEAR CAREER PLAN

FIRST YEAR: SELF-ASSESS

☐ Stop into the Center for Career Development
☐ Visit What can I do with this major? on career.utk.edu
☐ Take personality/career assessments such as the Strong Interest Inventory, TypeFocus, Woofound
☐ Meet with a career counselor
☐ Enroll in Exploring Majors & Careers–CE205
☐ Explore interests by shadowing and speaking with professionals in a variety of occupations

☐ Learn about UT resources including college advising offices, the Counseling Center, the Student Success Center, and tutorial services
☐ Register with Hire-A-VOL to access part-time jobs and internships in your area of interest
☐ Begin planning for involvement in campus activities, student organizations, research, leadership and service programs and study abroad

SECOND YEAR: EXPLORE

☐ Meet with center professionals to formulate goals
☐ Conduct informational interviews to test your interests and develop contacts
☐ Build your resume through involvement on campus, volunteering, part-time jobs, and internships
☐ Visit the center and have your resume critiqued by a peer career advisor

☐ Update your Hire-A-VOL profile, create a LinkedIn account; manage your social media professionally
☐ Establish relationships with faculty in a major of interest for work and graduate school recommendations
☐ Attend center workshops, networking events, panels and job fairs; plan to attend Sophomore Boot Camp in January
☐ Maintain a high GPA to compete for positions and graduate school

THIRD YEAR: EXPERIENCE

☐ Schedule an appointment with your career consultant to assess your goals
☐ Continue to build your personal brand; update your resume
☐ Utilize Hire-A-VOL and your network to secure an internship, research experience, or other position related to your goal
☐ Attend job fairs throughout the year (many employers visit campus in the fall to secure summer interns)

☐ Participate in career-related professional associations
☐ Schedule a practice interview to develop your professional communication skills
☐ Enroll in one of the center’s job search strategies courses
☐ (For potential graduate students) Utilize graduate school resources and workshops to research schools and programs; set deadlines for required steps
☐ Attend center events to strengthen job search skills

FOURTH YEAR: TRANSITION

☐ Schedule an appointment with your career consultant to strategize post-graduate plans
☐ Research companies, opportunities, and job fairs at the beginning of fall semester
☐ Utilize Hire-A-VOL to identify positions and develop targeted resumes and cover letters
☐ Participate in on-campus recruiting opportunities

☐ Enroll in one of the center’s job search strategies courses
☐ Continue to network and conduct informational interviews with professionals in your field
☐ (For potential graduate students) Schedule a personal statement critique, meet required deadlines for graduate school, and create a parallel plan
☐ Take the graduation outcomes survey—share your success!
GET STARTED...

Exploring Majors and Careers: CE205
- One-credit, elective course designed to help you choose a major or career
- Learn about your interests, personality, and skills and how they fit with UT majors and careers
- Hear from college advisors, conduct research, learn about decision-making and goal setting
- Contact: Jenny Ward (865) 974-5435 or jlward@utk.edu

First Session (Aug. 17th–Oct. 5th)
CRN 44057 Tuesday/Thursday 9:40–10:55am
CRN 44058 Tuesday/Thursday 2:10–3:25pm

Second Session (Oct. 10th–Nov. 29th)
CRN 44059 Tuesday/Thursday 9:40–10:55am

First Year Studies 101 for Exploratory Students
- Perfect if you planned on taking First Year Studies 101 AND you have not yet chosen a major!
- Follows the FYS 101 curriculum with an emphasis on the career exploration process
- Ask your advisor to help you register for these specific sections

Take an Assessment

Strong Interest Inventory
- An assessment for students choosing a major or career path
- 291 questions that compile your interests and compare them to professionals across occupations
- Meet with a career counselor to review your results and see how they relate to UT majors
- Call (865) 974-5435 for an appointment

To take the Strong Interest Inventory, go to http://online.cpp.com
Login: utstrong
Password: utstudent1
User ID: LEAVE BLANK

Explore Part-time Jobs

Part-time Jobs
Interested in part-time employment? Our staff can help you explore available positions that reflect a wide variety of fields with work schedules that are varied and flexible. Pay rates start at minimum wage ($7.25 per hour) and increase depending upon the employer.

View current job postings by...
- Logging into Hire-A-VOL via MyUTK
- Meeting with Assistant Director Joann Jeter. Call (865) 974-5435 for an appointment.

Part-time Job Fair
Wednesday, August 24th
2:00–5:00 p.m.