CAREER PLAN FOR COLLEGE OF ENGINEERING STUDENTS

Personalized career planning can be the best way to get motivated, get prepared and become successful at finding a job after college.

SOPHOMORE YEAR

1. Open a HIREsooner account with Career Services to have your resume included in the OU resume books and to interview in the Career Services office for internships or co-ops.
2. Have your resume critiqued by Career Services.
3. Set up a saved search through your HIREsooner account to receive emails about internships that match your specific criteria.
4. Use Career Services resources to draft a cover letter tailored to each employer to submit with resume for internships and co-ops.
5. Review HIREsooner internship and co-op listings at www.ou.edu/career and apply, if interested.
6. Enroll in ENGR 3510 to learn the most effective job search techniques.
7. Attend the Engineering Career Fair in the Fall semester if interested in engineering positions.
8. Attend workshops covering such topics as Resume Writing, Successful Interview Techniques and How to Find an Internship. Visit Career Services website for complete list of workshops- www.ou.edu/career.
9. Join the technical society related to your major or career interest. Visit the departments in the College of Engineering to find the contacts for your specific major or interest.
10. Utilize other job search sites, professors, family friends, etc. to continue your internship search. The more resources you explore, the more opportunities you may receive.
11. Check with the College of Engineering about scholarship opportunities and apply for any that are relevant to you. Many employers that sponsor scholarships interview the candidates- another great way to meet employers.
12. Attend events featuring employers such as meetings sponsored by E-Club, campus organizations, your department or the College of Engineering.
14. Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.

JUNIOR YEAR

1. Re-register your HIREsooner account with Career Services, update your resume and have it critiqued.
2. Set up a saved search through your HIREsooner account to receive emails about internships that match your specific criteria.
3. Attend Graduate & Professional School Fair in the Fall if interested in going to grad school and begin researching programs you may be interested in.
4. Attend the Engineering Career Fair in the Fall if interested in engineering positions.
5. Enhance your job search, business etiquette, resume writing, and interviewing skills by attending workshops or using resources available at Career Services. Visit Career Services website for complete list of workshops- www.ou.edu/career.
6. Sign up for mock interviews through HIREsooner to prepare for interviews.
7. Actively develop leadership and communication skills in campus organizations.
8. Review internship and co-op listings at www.ou.edu/career and apply, if interested.
10. Utilize other job search sites, professors, family friends, etc. to continue your internship/job search. The more resources you explore, the more opportunities you may receive.
Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.

Check with the College of Engineering about scholarship opportunities and apply for any that are relevant to you. Many employers that sponsor scholarships interview the candidates—another great way to meet employers.

Use Career Services resources to draft a cover letter tailored to each employer to submit with resume for internships and co-ops.

**SENIOR YEAR**

Re-register your HIREsooner account with Career Services, update your resume and have it critiqued.

Review on-campus interview schedule the beginning of the semester to start applying for interviews through HIREsooner.

Set up a saved search through your HIREsooner account to receive emails about jobs that match your specific criteria.

Use Career Services resources to draft a cover letter tailored to each employer to submit with resume for full-time positions.

Attend Graduate & Professional School Fair in the Fall if interested in going to grad school and begin the application process.

Attend companies’ information sessions before the on-campus interview.

Attend the Engineering Career Fair in the Fall if interested in engineering positions.

Attend MLK Career Fair in the Spring semester.

Attend workshops focusing on Behavioral Interviews and 2nd Level Interviews to be prepared to go on company visits. Visit Career Services website for complete list of workshops—www.ou.edu/career.

Utilize other job search sites, professors, family friends, etc. to continue your job search. The more resources you explore, the more opportunities you may receive.

Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.

Visit Career Services to explore overall job search strategies and planning.

Develop a strategy to contact potential employers by utilizing resources in the Career Services office and speaking with the College of Engineering faculty.

Gather information on realistic salary expectations.

Keep detailed records of your job search.

Report job offers and acceptance to Career Services.