

FOUR-YEAR CAREER SUCCESS PLAN

Undergraduate Business

1st Year

- Get acclimated to UNC. Familiarize yourself with campus, academic advising and your academic classes.
- Begin taking Business school pre-requisites and focus on getting good grades.
- Create a *Handshake* account (formerly Careerolina) and get to know the system.
- Meet with a UCS career counselor to discuss your career goals.
- Attend UCS workshops, fairs, panels, and industry nights.
- Get to know your professors. Visit during office hours, and look for current events related to the course to discuss.
- Think about how you would like your resume to look by the time you graduate. What types of skills and experiences do you want to obtain over the next 4 years?
- Follow the B-school Resume Style Guide and template when creating your resume for the application.
- **During the Summer:**
 - Develop your professional skills, explore possible careers, and build your network.
 - Part-time jobs and volunteer opportunities should be a part of your summer experience. Though any type of job can be beneficial, professional, related experiences will help you test career options, build your resume and make you more competitive in the B-school application process.
 - Work on your B-school application essays - these are not to be taken lightly or put off until the fall.
 - Use Interview Stream to get comfortable responding to behavioral questions.

Sophomore Year

- Update your *Handshake* account; update and upload new resume .
- Complete the B-school application by the deadline dates (9/1 & 10/1).
- Attend UCS workshops, fairs and industry nights related to Business and the LinkedIn Lab to build your professional brand.
- Have a UCS counselor review your resume and personal statements and discuss opportunities that interest you.
- Talk to professors, family, friends, alumni, and professionals about fields that may interest you.
- Build your experience by getting involved with Business related and other clubs on campus.
- Attend the Undergraduate Business Symposium at KFBS in the Fall and the UCS Spring Job/Internship Expo.
- Complete ENGAGE onboarding process through KFBS.
- **During the Summer:**
 - Continue to obtain professional experience through part-time jobs, internships, and volunteer opportunities.
 - Conduct informational interviews with professionals in different fields to learn about career options and expand your network.
 - Consider a summer abroad.

FOUR-YEAR CS CAREER SUCCESS PLAN

Undergraduate Business

Junior Year

- Update your *Handshake* account including your resume and have your resume reviewed by UCS & the BCC.
- Select an Area of Emphasis in your major.
- Pursue leadership positions on campus through student government, clubs/organizations, fraternities and sororities, etc.
- Attend UCS events: OCR Kick Off, panels, meet-ups, info sessions, and career fairs to learn about various employers & career fields.
- Take advantage of UCS Mock Interview days and conduct a practice interview with the BCC.
- Conduct an informational interview with professionals to learn about career fields.
- Go on a career trek with a B-School Club and Get involved with Case Competitions, STAR and GBP.
- Manage the offer process.
- **During the Summer:**
- Complete a career-related internship. Many summer internships often lead to full-time job offers.
- Make connections with professionals in various departments and levels at your place of summer employment, as the people can all be part of your network.
- Make connections with UNC alumni who are working in interesting industries in the city of your internship.
- Use LinkedIn to help you locate potential connections.

Senior Year

- Update your *Handshake* account; update/upload new resume.
- Evaluate summer experience and future plans.
- Start researching job opportunities early. Many employers begin recruiting as soon as the semester begins.
- Monitor application and on-campus interview deadlines of positions posted in *Handshake*. Apply to as many positions that interest you, both within and outside *Handshake*
- Conduct a practice interview with a UCS counselor or the BCC.
- Attend UCS events: OCR Kick Off, panels, meet-ups, info sessions, and career fairs to learn about various employers & career fields.
- Plan your interview attire in advance.
- Once you accept a job, fill out the Future Plans Survey through the Undergraduate Business Program at KFBS.
- **During the Summer:**
- Continue job search if needed- alumni have 6 months of free access to *Handshake* following graduation.

UNIVERSITY CAREER SERVICES

The Wendy P. and Dean E. Painter Jr. Career Center
(919) 962-6507 | careers.unc.edu | ucs@unc.edu

COPYRIGHT© 2017 UNC Chapel Hill University Career Services