

Warner University

Career Counseling 4 Year Plan

“For I know the plans I have for you, declares the Lord, plans to prosper you and not harm you, plans to give you hope and a future.” Jeremiah 29:11

Do you have a plan? Career planning is the process of identifying your interests, skills and values, while relating them to appropriate career options. You can never begin the process too early. Even first year students can benefit from career planning activities.

The Director of Career Counseling is here to help you prepare for the future God has planned for you. You can receive help with choosing a major and career path that align with your interests, goals, and abilities. You can get help creating résumés and cover letters, as well as, other career planning opportunities. You should make an appointment with Mrs. Autumn Moyer, the Director of Career Counseling, to begin developing strategies for your personal career plan.

First Year Students - Exploration and Assessment Activities

- Make an appointment to meet Mrs. Autumn Moyer, the Director of Career Counseling. She is located in the Faculty Suite in the PLRC. Her email is autumn.moyer@warner.edu and her phone number is 638-7654.
- It is not essential to select a major as a first year student, but you should meet with Mrs. Moyer to identify skills, abilities, interests, and values related to college majors and your eventual career.
- Check the Career Counseling webpage, <http://warner.edu/student-dashboard/resources/career-counseling/> for many career resources that will be beneficial to you as you begin to develop your career plan over the next four years.
- Log on to www.myplan.com, or click on the link on the Career Counseling web page at <http://warner.edu/student-dashboard/resources/career-counseling/> to take career assessment tests, research majors, and find career information. Email Mrs. Moyer or your UNV1000 professor to get the Group License Code you will need to take the assessments.
- Research careers using the Occupational Outlook Handbook and O*Net. The Occupational Outlook Handbook can be found at <http://www.bls.gov/ooh/>, and O*Net can be found at <http://www.onetonline.org/>. These sources will provide job information including education/training required, earnings, hiring projections and more.
- Consult with your academic advisor to plan a course of study related to your interests and career goals.
- Attend career workshops, employer visits, and career fairs to learn about internships and part- time job opportunities; find out how to be a competitive candidate for such positions.
- Join university organizations that will offer you leadership roles in the future.
- Consider volunteer positions to help build your résumé.

Sophomores - Gaining Experiences Activities

- Meet with your academic advisor and Mrs. Autumn Moyer, Director of Career Counseling
- Go to www.collegecentral.com\warner and create an account on Warner's online job board. There is also a link to this site on the Career Counseling website, <http://warner.edu/student-dashboard/resources/career-counseling/>. College Central Network is an essential tool in your career planning. It will assist you in writing a résumé and cover letter. You can search for jobs, local employers can post job openings, and employers can view your résumé and contact you regarding a job opening. College Central Network also offers a *portfolio* where you can keep your papers, presentations and other information to supplement your résumé.
- Check the Career Counseling webpage, <http://warner.edu/student-dashboard/resources/career-counseling/>, and www.collegecentral.com\warner frequently for monthly newsletters, resources, career tips, announcements about career events, job postings, and other career related information.
- Begin writing your résumé. You will find several résumé writing handouts and tips on the Warner University Career Counseling website, <http://warner.edu/student-dashboard/resources/career-counseling/> and at www.collegecentral.com\warner.
- Begin searching for summer jobs/internships.
- Research careers using the Occupational Outlook Handbook and O*Net. The Occupational Outlook Handbook can be found at <http://www.bls.gov/ooh/>, and O*Net can be found at <http://www.onetonline.org/>. These sources will provide job information including education/training required, earnings, hiring projections and more.
- Continue to be involved in campus and community activities to develop leadership and time management skills while building your basic résumé.
- If you are interested in attending graduate school, begin researching programs and entrance requirements. Take appropriate practice entrance exams (GRE, GMAT, MCAT, LSAT) in preparation for the actual exam in your junior or senior year.
- Attend as many Career Counseling events as possible to learn how to interact with employers and recruiters so you will be fully prepared by your senior year

Juniors - Making Connections Activities

- Meet with your academic advisor and Mrs. Autumn Moyer, Director of Career Counseling
- Consult with your academic advisor to confirm degree requirements.
- Check the Career Counseling webpage, <http://warner.edu/student-dashboard/resources/career-counseling/>, and www.collegecentral.com\warner frequently for monthly newsletters, resources, career tips, announcements about career events, job postings, and other career related information.
- Update your profile and résumé on www.collegecentral.com\warner. View job postings, upcoming events, and career resources. Make sure your résumé is available for employers to view. College Central Network also offers a *portfolio* where you can keep your papers, presentations and other information to supplement your résumé.
- Continue developing skills and relationships through student organizations, internships, part-time employment, and volunteer experiences.
- Make plans to take graduate school entrance exams if appropriate to your career goal. Set up a timeline to apply for graduate and professional schools.

- Get assistance with completing your grad school application, if applicable.
- Talk with professors and supervisors about serving as references.
- Research careers using the Occupational Outlook Handbook and O*Net. The Occupational Outlook Handbook can be found at <http://www.bls.gov/ooh/>, and O*Net can be found at <http://www.onetonline.org/>. These sources will provide job information including education/training required, earnings, hiring projections and more.
- Begin improving your interviewing skills. Participate in any campus activities that provide you with interview experience, especially the Mock Interviews. View the resources on the Career Counseling webpage.
- Continue to be involved in campus and community activities to develop leadership and time management skills while building your basic résumé.

Seniors - Job Search Activities

- Meet with Mrs. Autumn Moyer, and/or a professor, to have your résumé and cover letter critiqued and to discuss different job search strategies.
- Check the Career Counseling webpage, <http://warner.edu/student-dashboard/resources/career-counseling/> and www.collegecentral.com/warner frequently for monthly newsletters, resources, career tips, announcements about career events, job postings, and other career related information.
- Finalize your Grad School application process.
- Research careers using the Occupational Outlook Handbook and O*Net. The Occupational Outlook Handbook can be found at <http://www.bls.gov/ooh/>, and O*Net can be found at <http://www.onetonline.org/>. These sources will provide job information including education/training required, earnings, hiring projections and more.
- Make sure your résumé is visible for employers to view on College Central Network.
- Continue your efforts to build contacts through campus and community involvement and stay in touch with people in your network who can assist you in your job search.
- Improve your interviewing skills. Participate in any campus activities that provide you with interview experience, especially the Mock Interviews. View the resources on the Career Counseling webpage.
- Gather letters of recommendation for your portfolio.
- Log on to www.myplan.com, or click on the link on the Career Counseling web page at <http://warner.edu/student-dashboard/resources/career-counseling/> to take the career assessment tests, research majors, and find career information. Email Mrs. Moyer or ask your Integrative Seminar Professor to get the Group License Code you will need to take the assessments.

Finding your perfect job/career is not an easy thing to accomplish. You will need to work hard to reach your goals, so PLAN EARLY! Each year will bring with it new opportunities. Take advantage of each and every one.

If you need assistance along the way, please contact Mrs. Autumn Moyer either by her email at autumn.moyer@warner.edu, or by phone number at 638-7654.