

**Student Support Services**  
**Minnesota State University, Mankato**  
**355 Wiecking Center**  
**Mankato, MN 56001**  
**(507) 389-2797**  
<http://www.mnsu.edu/sss/>

**Checklist For Juniors**

A list for students who are interested in increasing their future career and job opportunities.

- ❑ **Review your academic plan**, as early as possible, with you [academic advisor](#) – and your **SSS Advisor**. Make sure you are on track!
- ❑ **Take class [electives](#) to enhance your qualifications** - computers, public speaking, writing, language, critical thinking or other areas for improvement or personal growth.
- ❑ **Be sure to complete an [Application for Graduation](#)** at least one year before the date you plan to graduate.
- ❑ **Research Graduate Schools as a option after graduation!**
  - ❑ Check out SSS [Grad School Trips](#)
  - ❑ **Schedule a meeting** with your SSS Advisor to talk about grad school
  - ❑ Check out the [CDC's resources for Grad School](#)
- ❑ **Explore [career trends](#)** related to your interests, skills, values, and goals with your SSS Advisor and Career Counselors at the Career Development Center.
  - ❑ [Focus Assessment](#)
  - ❑ [What can I do with my Major?](#)
  - ❑ <http://www.iseek.org/>
  - ❑ <http://www.onetonline.org/>
- ❑ **Check out your opportunities for Relevant Experience:**
  - \* *[Internships](#)* - coordinated through the academic departments; postings on MavJobs
  - \* *[Volunteer Work](#)*
  - \* *[Part-time and Summer Jobs](#)*
  - \* *[Student Leadership Positions](#)*
- ❑ **Join [professional](#) and/or [student associations](#)** and organizations that relate to your career interest.
- ❑ **Conduct a [job shadowing](#) experience** by observing a professional to learn first hand what the position is like. Your SSS Advisor can help you set this up.
- ❑ **Conduct [informational interviews](#)** with professionals in the industry you plan to ensure that you have a solid understanding of the expectations and skills necessary to enter the career.
- ❑ **Develop a [resume](#)** and have your resume reviewed with the Career Development Center and your SSS advisor.
- ❑ **Cultivate potential [references](#)** from Faculty/Staff and Supervisors.
- ❑ **Attend the Student Support Services [Workshops](#) and Career Development Center [Events](#)**
- ❑ **Practice your [interview skills](#)** with a mock interview at the Career Development Office.
- ❑ **Attend all [career fairs](#)** and begin to develop leads and contacts for your job search.
- ❑ **Interact with professors** - they are your academic lifeline...make sure they know you by name and use them as your resources. Use the established office hours to ask questions regarding school and future plans. Relationships with professors and staff can go a long way to help you now and in the future.
- ❑ **Stay connected with your SSS Advisor!** This is a really busy, fun, sometimes stressful, and exciting time-

**REMEMBER SSS IS HERE TO SUPPORT YOU!**