

BEAR CAREER TRACKS COLLEGE PLANNER



FRESHMAN/P1 YEAR:

- **Adjust** to college life. Participate in campus activities such as clubs, honoraries, media, musical, athletic, professional, religious, and Greek organizations.
 - Attend Welcome Fest to learn about the various campus clubs and organizations; join and participate in at least one. For a list, see https://www.onu.edu/student_life/student_activities/student_organizations
 - If you need help in becoming involved, seek assistance from your RA or the Office of Student Affairs.
- **Confirm** your major is right for you. Complete Career Finder in **Polar Careers** powered by **Symlicity** to gather initial ideas about career options. Then, schedule and meet with a career counselor in the Office of Polar Careers, a part of the Center for Student Success. You will learn strategies to test your ideas to better ensure you are in the correct major.
 - **Log in** to **Polar Careers** powered by **Symlicity** at <https://onu-csm.symlicity.com/>. Use your full ONU email address and your campus password. If your password doesn't work, click "Forgot Password" and a new one will be automatically sent to your email.
 - **NOTE:** A new password for Polar Careers does NOT affect your campus password for other campus applications.
 - Complete the "Consent to Release Information" if not done previously.
 - On the sidebar, choose "Resources | Career Finder" and follow the prompts.
- **Connect** with your academic advisor, career advisor, and/or other ONU faculty and staff to gain more insight into your field of interest. Begin networking with professionals in your career field right away. To learn more about networking strategies, visit the Office of Polar Careers.
- **Seek** student employment. Job postings can be found on ONU's Human Resources website, <https://jobs.onu.edu/>.
- **Develop** a career e-portfolio as the semester passes. Similar to your academic portfolio where you save academic artifacts, create a file to save examples of your work. Include reports, projects, presentations, drawings, letters of recommendation, awards, certificates and any other information that supports your candidacy in your career search. Record all your membership and leadership roles in your activities.
 - Create a **Profile in Polar Careers** powered by **Symlicity** as a student version of LinkedIn where you can **display student work not on your resume**. You can send a link of it to prospective employers or you can toggle it "on" and include the link in your resume.
- **Plan** for summer by starting no later than January to explore and apply for internship opportunities, summer jobs or volunteer roles to fit your career goals. Use **Polar Careers** powered by **Symlicity** and **CareerShift**.

SOPHOMORE/P2 YEAR:

- **Consider** additional training or certifications that support your career. Network with professionals in your field to learn what experience or additional training may support your career.
- **Participate** in career-related campus activities and organizations. Find a list at https://www.onu.edu/student_life/student_activities/student_organizations. Learn who to contact within organizations and ask them how you can become involved and use your skills/experience to benefit the group. Volunteer to make presentations, lead groups, write reports or news articles, etc. in classes and organizations.
- **Attend** professional presentations and guest lectures. Be aware of on-campus presentations on a wide-range of topics to enhance your skills and knowledge or to broaden your knowledge. The Office of Polar Careers offers the **Emerging Professional Series** of presentations on career-related topics found at https://www.onu.edu/career_planning/events_programs/calendar_of_events_programs_for_students_and_alumni.
- **Network!** Become acquainted with people in your career field who can mentor and advise you, and provide leads and references in your career search. Off campus, attend meetings of professional organizations (e.g., district, state, and national chapters) for opportunities to network. On campus, attend guest lectures, presentations, the **Emerging Professional Series** events, career fairs, and other events that allow you to increase your networking skills/knowledge, gain information or make contacts in your field.
- **Seek experiential opportunities.** Seek to intern, co-op or complete a summer-long job that allows you to learn more about your chosen career field and to hone skills needed in your field. Use this time to extend your networking connections during your experience. Search for opportunities by attending career fairs or professional events, networking opportunities, using CareerShift to discover current job openings.

JUNIOR/P3 YEAR:

- **Arrange** for in-depth discussions with your advisor or other faculty, to discuss your experiences, evaluate your career goals, review your graduation requirements and discuss options for your future.
- **Prepare** for graduate school. Plan and schedule visits with schools of interest. Seek assistance from faculty, the Writing Center or Polar Careers to effectively prepare documents and graduate/professional school application strategies.
- **Practice** your interviewing skills. Prepare to discuss your skills, and experience. Attend the Polar Careers **Emerging Professional Series** seminar on 'Behavioral Based Interviewing' and a personal mock interview.
- **Take** admissions exams for graduate/professional school (summer before your graduating year).

SENIOR/P4/P5 YEAR:

- **Meet** with your advisor to lay out a plan and apply for graduation.
- **Finish** your graduate/professional school applications.
- **Request** reference letters from different recommenders by no later than mid fall semester.
- **Apply** for jobs continually. Use **Polar Careers powered by Symplicity** and **CareerShift**.
- Evaluate job and graduate school offers with mentors, faculty, advisors, a Polar Careers advisor or others who can offer you valuable insight.
- **Develop** a contingency plan by researching alternate opportunities until you are able to achieve your goals.
- **Notify** Polar Careers when you have accepted an offer for a job or graduate school.

MORE INFORMATION:

- **Career and Graduate School Search Strategies** (AASG-3001) is academic class that encourages you to think about professional/personal goals and aspirations. The course will provide suggested tools and strategies to enhance your ability to achieve your career or graduate/professional school goal. The optimal time to take this course is during sophomore year, although it is available to all students through the senior/P5 year and provides valuable information for all levels.
- **Career Fairs** at Ohio Northern University help students meet with individuals to discuss co-ops/internships, summer employment and/or graduate/professional school Fairs are also a great place to practice your networking skills. To attend the ONU Fall Career/Graduate School Fair, register in **Polar Careers powered by Symplicity**.
- **Networking** is something you should be focusing on during your entire college experience. Start with informational interviewing and connecting with experts in your field. Maintain your connections throughout your college career and seek advice from your connections regarding your job or graduate/professional school search.
- **Use your resources.** The Office of Polar Careers in the Center for Student Success can assist you throughout your college experience as well as after graduation as alumni of the university.

Polar Careers, Center for Student Success | Division of Academic Affairs

OHIO NORTHERN UNIVERSITY

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