

First Year Graduate Student Checklist



AUGUST

- Participate in Welcome Dragon Week activities.
- "Like" the SUNY Oneonta Career Development Center Facebook page.
- Follow the Career Development Center on Twitter and Instagram.
- Join the SUNY Oneonta Career Development Center LinkedIn group.
- Explore DragonLink at www.oneonta.edu/career and complete your profile.
- Check out job listings on campus and in the community on DragonLink.
- Complete appropriate employment paperwork at the Career Development Center in 110 Netzer. Remember to bring your original identification documentation!
- Start working at your new job.
- Visit CADE to learn more about tutoring available on campus.

SEPTEMBER

- Participate in Family Weekend activities.

OCTOBER

- Meet with your academic advisor to discuss Spring classes.
- Meet with a career counselor to discuss your Summer plan.
- Contact the CSRC about participating in a community service activity.

NOVEMBER

- Attend annual CSRC Conference on Volunteerism.
- Register for Spring classes.
- During Thanksgiving break, shadow someone who works in the career field you wish to pursue and conduct an informational interview.

DECEMBER

- Study for finals.
- Write or update your resume.
- Start looking for summer jobs and internships.

JANUARY

- Attend the NYC Internship Fair.
- File your FAFSA for next year's financial aid.

FEBRUARY

- Have your resume and LinkedIn profile critiqued by Career Development Center staff.
- Attend the Jobs, Internships, and Volunteer Expo (JIVE).

MARCH

- Register for Summer classes.
- Continue search for summer job and internship opportunities.
- Schedule a mock interview at the CDC or use InterviewStream.

APRIL

- Sign up to volunteer at Into the Streets. Contact CSRC for information.
- Register for Fall classes.

MAY

- Study for finals.
- Start your summer job or internship.





Final Year Graduate Student Checklist

AUGUST

- Update your DragonLink profile.
- Check out job listings on campus and in the community on DragonLink.
- Complete appropriate employment paperwork at the Career Development Center (CDC). Remember to bring your original identification documentation!

SEPTEMBER

- Meet with your academic advisor.
- Open an account with Interfolio to collect and send reference letters.
- Begin thinking about 2 – 3 professional references for your employment search.

OCTOBER

- Create a personal portfolio.

NOVEMBER

- Meet with your advisor to go over next semester's schedule.

DECEMBER

- Study for final exams.
- Drop off your résumé and cover letter at the CDC for a critique.
- Implement job search plan.

JANUARY

- Continue your job search.
- Request transcripts from Registrar's Office, if needed.

FEBRUARY

- Complete May Graduation Application.
- Register for Teacher Recruitment Days (a job fair for education majors), if appropriate.
- Celebrate 100 days until Graduation!
- Make hotel reservations for your family for graduation weekend.

MARCH

- Have your graduation photo taken.
- Order your class ring and announcements.
- Schedule a mock interview at the CDC or use InterviewStream.
- Research and apply for jobs.

APRIL

- Order regalia (cap and gown) at Red Dragon Outfitters.
- Celebrate 30 Days until Graduation!
- Complete the First Destination Survey.
- Attend Teacher Recruitment Days, if appropriate.
- Interview for employment opportunities.
- Develop a contingency plan in case immediate career plans are not realized.
- Continue the job application process.

MAY

- Study for final exams.
- Stop by GradHQ to pick up your regalia and tickets for Commencement. Also, complete the First Destination Survey, #PinUrPath, and donate to the Senior Class Gift.
- Enjoy Senior Week (Senior BBQ, Pass Through the Pillars, etc.)!
- Order a yearbook.
- Write thank you notes or personally thank faculty and staff that have helped you through the program.
- Attend Commencement!
- Update your contact information with the Office of Alumni Engagement.