

Recommended Smeal Career Checklist

Business Career Center | 114 Business Building | careerconnections.smeal.psu.edu

Freshman Year

- [Schedule an appointment](#) with the Business Career Center (BCC) through [Nittany Lion Careers](#), Penn State's online job and internship posting site
- Schedule an appointment with your [academic adviser](#) to remain on track with the recommended academic plan
- Sign the [Smeal Honor Code](#) at the beginning of each semester
- Become involved in a [student organization](#)
- [Create a resume](#) & [LinkedIn](#) profile
- Compete in a case competition
- Network with alumni/ professionals via [LinkedIn](#) and [LionLink](#)
- Attend the Mock Career Fair & attend/volunteer at a career fair
- Apply for corporate leadership programs, externship programs, and job shadow experiences in [Nittany Lion Careers](#)
- Set up a professional voicemail on your phone
- Utilize your [Smeal Student Mentor](#)
- Apply for a [Smeal Alumni Mentor](#)
- Review careerconnections.smeal.psu.edu for resources, events & on-demand career videos
- Follow the BCC on [Facebook](#), [Instagram](#), and [LinkedIn](#)
- Explore potential [study abroad programs](#)
- Engage in [Smeal Ethical Leadership Challenge](#) events and programs focused on building professional skills and the Penn State values

Sophomore Year

- Update your resume/LinkedIn by [making an appointment with the BCC](#) & [review resources](#) on the website
- Sign the [Smeal Honor Code](#) at the beginning of the semester
- [Enroll in BA 297 - Career Planning & Strategies](#)
- Become involved in a [student org](#) & pursue leadership roles
- Connect with recruiters at [informational & networking events](#)
- Attend recruiting-focused & [career fair prep professional development events](#)
- Research companies you would enjoy working for
- [Apply](#) for corporate leadership programs, externship programs, and job shadow experiences
- Network with recruiters at career fairs
- [Schedule a mock interview](#) with the BCC
- Compete in a case competition
- Consider applying for the [Wall St Bootcamp](#) or [Real Estate Bootcamp](#)
- Apply for internships through [Nittany Lion Careers](#)
- Network with alumni/ professionals via [LinkedIn](#) and [LionLink](#)
- Complete the [Report Your Internship online form](#) if you accepted an internship/co-op
- Engage in [Smeal Ethical Leadership Challenge](#) events and programs focused on building professional skills and the Penn State values

Junior Year

- Prepare for career fairs & interviews by [scheduling an appointment](#) with BCC
- Apply for internships through [Nittany Lion Careers](#)
- Pursue a leadership position in your student organization
- Network with Smeal alumni & recruiters at company information sessions & Smeal [events](#)
- Sign the [Smeal Honor Code](#) at the beginning of the semester
- Update your [resume/LinkedIn](#) to showcase your skills & experiences
- Attend recruiting-focused & career fair prep professional development [events](#)
- Network with recruiters at career fairs
- If studying abroad, try to secure an internship before leaving
- Understand the recruiting timeline for your respective major
- Complete the [Report Your Internship online form](#) if you accepted an internship/co-op

Senior Year

- Pursue a leadership position in your student organization
- Sign the [Smeal Honor Code](#) at the beginning of the semester
- Update your [resume/LinkedIn](#) to showcase your skills & experiences
- Utilize [Nittany Lion Careers](#) for your job search
- Network with employers at career fairs
- [Schedule a mock interview](#) to refresh your skills
- Browse the BCC "[Events](#)" webpage to plan for career fairs, information sessions & other events with companies
- [Meet with your academic adviser](#) to complete your degree audit
- Complete the senior exit survey
- [Schedule an appointment with the BCC](#) to discuss full-time offers
- Join the [Penn State University Alumni Association](#) & connect with [Smeal's Alumni Career Services Office](#)

Schedule an appointment with the Business Career Center!

Make sure you're staying on track by making an appointment with a BCC career coach. Career coaches can offer resume and cover letter reviews, mock interviews, and general career coaching advice. To schedule an appointment, visit nittanylioncareers.psu.edu.



Smeal Business Career Center



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