Recommended Smeal Career Checklist

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

First-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

Second-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
- 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

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- 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

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**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.