Suggested Career Exploration and Job Search Timeline
Prepared by Northampton Community College, Office of Career Services

Bethlehem Campus CC-348 (610) 861-5344
Monroe Campus (570) 620-9221
www.northampton.edu/careers

FIRST SEMESTER
- Visit Career Services to become familiar with our services and resources.
- Determine your interests by taking a career interest assessment, there is no fee for this service.
- Join a club or volunteer.
- Select a major if you have not already done so.
- Work with your Academic Advisor to select courses for the next semester that will help you explore areas of interest as well as meet major requirements.

SECOND SEMESTER
- Meet with a Career Development Specialist in Career Services to identify a list of careers to explore. You can then use the Career Library located in CC-348 to gather information on these careers to help you make your decision.
- Conduct informational interviews with people in occupations of interest to you. Career Services can assist you in this process. You may want to consider joining NCC’s professional group on LinkedIn.
- Find an internship to begin gaining relevant work experience.
- Continue to select classes that meet your educational and career goals.
- Attend any on-campus events of interest offered by Career Services.
- If you are planning to transfer, gather information from the four-year schools you are interested in and visit them to help make your decision.

THIRD SEMESTER
- Develop a resume and have it critiqued by a member of Career Services.
- Meet with a member of Career Services to learn about job search strategies and interviewing skills.
- Attend any on-campus events of interest offered by Career Services.
- Research employers with the help of Career Services.
- Find another internship.
- Ask professors or former employers to serve as references.
- Attend on campus and other local career fairs.
- Register with College Central, Northampton’s online job posting service.
- If you are planning to transfer to a four-year institution, gather applications and acquire all necessary documents (transcripts, letters of recommendation etc.)

FOURTH SEMESTER
- Update your resume (if necessary) and draft a cover letter to have it critiqued by Career Services.
- Do a mock interview with a Career Development Specialist or practice your interview skills using InterviewStream (a web based tool to practice your interview skills using a webcam)
- Attend local career fairs.
- Attend any on-campus events of interest offered by Career Services.
- Buy appropriate interview clothing or visit First Impressions boutique on-campus.
- Network with faculty, staff, and employers.
- Send your resume to employers of interest. Don’t wait until right before graduation to make contact.
- Check College Central Network often for job postings.
- Remember that you can continue to work with Career Services even after you graduate. Alumni are entitled to free lifetime services so stay in touch!

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