FRESHMAN YEAR

Think Globally

- Explore opportunities for study abroad, alternative break trips, pilgrimage to Assisi, the Washington Center and service trips.
- Start at the Study Abroad Office or studyabroad@alvernia.edu.

Take the Right Classes

- Review general education, university and major requirements.
- Be aware of which semester required courses are offered.
- Focus on getting good grades.

Get Good Advice

- Get to know business faculty and your advisor.
- Visit the Educational Planning Center on the first floor of Bernardine Hall.

Real Life Learning

- Explore opportunities for upcoming practicums.
- Utilize skills acquired in First Year Experience.

Make the Right Connections

- Identify peers that support your academic goals.
- Get involved by joining Alvernia’s chapter of the Society for Human Resource Management (SHRM) or Phi Beta Lambda, an organization that provides opportunities to develop vocational competencies for business positions. In addition to these business-oriented groups, you may decide to join the Student Government Association or consider some of the many other student clubs and community organizations.

Get Ready to Graduate

- Develop a working resume.
- Assess strengths, weaknesses and interests.
- Start thinking about the type of business or industry in which you want to work.
- Begin the process of obtaining all required background checks and clearances.

**SOPHOMORE YEAR**

**Think Globally**

- Review opportunities for extended learning and, if interested, start planning with the Study Abroad Office.

**Take the Right Classes**

- Make sure you’ve reviewed which semester required courses are available.
- Focus on getting good grades.

**Get Good Advice**

- Talk to Business Department faculty and your advisor about your area(s) of interest within the field of Human Resource Management.
- Consult faculty and advisor about an internship that matches your interests.
- Stay in touch with the Educational Planning Center.

**Real Life Learning**

- Look into the Alternative Break program.
- Shadow in jobs that are related to your specific interests.
- Look for part-time or summer jobs that relate to your interests.
- Get familiar with the Educational Planning Center’s Internship data base.

**Make the Right Connections**

- Volunteer for community service.
- Stay involved in clubs and organizations.
- Observe the roles of those in leadership positions.
- Form study groups.

**Get Ready to Graduate**

- Update working resume.
- Assess strengths, weaknesses and interests.
- Complete the process of obtaining all required background checks and clearances.
• Research human resource management job postings to get familiar with job availability and requirements.

JUNIOR YEAR

Think Globally

• Participate in Study Abroad program.
• Participate in service trips or “May”mester.

Take the Right Classes

• Secure internship, if applicable.
• Focus on getting good grades and improving GPA.
• Work with advisor to make sure you’re on track to graduate on time.

Get Good Advice

• Talk to faculty members about career opportunities in human resource management.
• Stay in touch with the Educational Planning Center.
• Get familiar with Vault.com, a career services library available on Educational Planning Center’s website.

Real Life Learning

• Look into the Alternative Break program.
• Shadow in jobs that relate to your specific interests.
• Look for part-time or summer jobs that relate to your interests.
• Get familiar with the Educational Planning Center’s Internship data base.

Make the Right Connections

• Connect with area business leaders through SHRM.
• Assume leadership roles on campus.
• Connect with alumni in your field.

Get Ready to Graduate
• Tell your advisor if you’re interested in Alvernia’s MBA + 1 option, a program that enables you to earn an MBA degree in just one year after completing your undergraduate degree.
• Get feedback on your working resume from the Educational Planning Center.
• Get resume ready for practicum applications and job fairs.
• Work on getting recommendations in place.
• Attend Career Planning opportunities such as job fairs and practice interviews.
• Look for coaching opportunities.

SENIOR YEAR

Think Globally

• Look for service opportunities.

Take the Right Classes

• Complete internship if you are participating in one.

Get Good Advice

• Work closely with advisor to make sure you’re on track to graduate on time.
• Stay in touch with the Educational Planning Center.
• Talk to faculty members about career opportunities.
• Ask for advice from professionals in your area of interest.

Real Life Learning

• Participate in off-campus activities, such as volunteering with an Alvernia community partner.

Make the Right Connections

• Connect with area business professionals through SHRM or other means.
• Continue in leadership roles on campus.
• Connect with alumni in your field.
• Attend campus events at which alumni are present.

Get Ready to Graduate
• Fine tune your resume.
• Search for jobs through Vault.com and the connections you’ve made through SHRM.
• Finalize recommendations.
• Attend Career Planning opportunities such as job fairs and practice interviews.
• Attend the Alvernia Job Fair.