

CAREER PLANNING FIRST YEAR STUDENTS

Contact Career Services to become familiar with the services and resources available. Meet the staff, introduce yourself, checkout www.mtech.edu/career. Any questions regarding choosing and using a major, finding a part-time job, internship, or career can be answered through a scheduled appointment or through walk-in hours when available.

Recommendations for First Year Students:

- Start a personal file to help organize your career-planning materials. Examples of items to gather include: list of activities, list of possible professional references, original letters of recommendation, past jobs with the names of supervisors, contact information, address detail, etc.
- Explore a variety of careers:
 - Discover your values, interests, and personality traits. Honestly assess your abilities, aptitude, and lifestyle preferences. Various career assessments are available at Montana Tech to help you.
 - Identify possible majors and occupations related to what you have discovered. Don't forget to consider your academic training, past employment, and life experiences.
- Speak directly to people in the academic departments about the majors in which you are interested. Investigate what classes each major involves, requirements for graduation, and the potential career paths to which they can lead. Detailed course information can be found online in the college catalogue.
- Conduct informational interviews. An informational interview is the best way to find out answers to the specific questions about particular areas of interest, majors, and careers from experts in the field.
- Take electives, courses outside your area of interest, to help explore options you may have overlooked.
- Visit ASMT, student government or the Student Activities Coordinator in the SUB to find out which clubs and organizations to join. Help build a broad background of college experiences and meet new people. Consider getting involved in community service and volunteer opportunities.
- Create your DR 2.0 account and keep it up-to-date as you progress academically at Montana Tech.
- Attend the Montana Tech Career Fairs, company information sessions, and volunteer to help at career events. Contact Career Services or visit the web site at www.mtech.edu/career for more information.
- Make an effort to get to know and utilize services on campus. Counselors, advisors, faculty and administration are valuable sources of information and can serve as professional references in the future.
- Use DR 2.0 to find work on campus. Find a good job that will give you meaningful, useful experience while meeting your financial needs to help pay for college. The Student Employment website, www.mtech.edu/financial-aid/student-employment/ will also give you information about student job fairs.
- Acquire hands-on work experience through a summer job. Working in your degree area is a bonus! Develop a strong work ethic and related skills to be successful within a work environment. These experiences will help you interview better when talking to employers about future summer jobs, internships, or employment upon graduation.

