HAVE YOU:

01. YES ☐ NO ☐ Completed or made significant progress on general education requirements? If NO, describe plan:

02. YES ☐ NO ☐ Visited an Academic Advisor, Shuster 280, to verify completion of general education requirements? If NO, describe plan:

03. YES ☐ NO ☐ Maintained satisfactory index in major areas? YES ☐ NO Is the major index 2.0 or higher? If NO, describe plan:

04. YES ☐ NO ☐ Completed major requirements? YES ☐ NO Are major requirements completed? If NO, describe plan:

05. YES ☐ NO ☐Filed for graduation in the Registrar’s Office (Shuster 105) at the beginning of final semester? If NO, describe plan:

06. YES ☐ NO ☐ Are you doing well in classes this semester? If NO, describe plan:

07. YES ☐ NO ☐ Are financial resources (TAP, Pell, etc.) in place to pay for cost of final two semesters? If NO, describe plan:

08. YES ☐ NO ☐ Completed your second internship?

09. YES ☐ NO ☐ Completed resume, cover letter, interview, and job search workshops?
OTHER ACTIVITIES (Recommended)

10. □ YES □ NO Has your resume and cover letter been reviewed and approved by Career Services?

11. □ YES □ NO Do you have sufficient practice or experience interviewing?

12. □ YES □ NO Visited Career Services to explore their job listings and get information on job fairs?

13. □ YES □ NO Attended other Career Services’ events for exposure with major related employers?

14. □ YES □ NO Visited the Pre-graduate advisors: Vincent Prohaska /Jane Levitt, if you are considering graduate study?

15. □ YES □ NO Contacted the Lehman Alumni Association about membership and benefits?

16. □ YES □ NO Completed a plan w/ your counselor for transition into employment or graduate school?

17. □ YES □ NO Identified recommendation resources.

18. □ YES □ NO Identified network list of people to inquire or assist with employment.

19. □ YES □ NO Developed profile on major job sites such (i.e. LinkedIn).