

# Two-Year Career Plan

## First and Second Year Job Search Timeline

### September

- ✓ Acquire SIPA Guide to Careers in International and Public Affairs
- ✓ Register for the Professional Development course (U4040), a SIPA requirement, in your first semester.
- ✓ Log on to SIPALink ([student.sipalink.com](http://student.sipalink.com)), complete your profile and create a job search agent.
- ✓ Attend a Recruitment Orientation Session for your concentration.
- ✓ Schedule an appointment with an OCS career adviser.
- ✓ Create or update your LinkedIn profile and join SIPA's LinkedIn Group, the SIPA Alumni and Student Network.
- ✓ Sign up for and attend the New York City Career Series panels.
- ✓ If interested in consulting, attend a Consulting Case Interview Workshop; join the SIPA Consulting Club; and schedule an appointment for a consulting case mock interview with an OCS adviser.
- ✓ Attend employer information sessions.
- ✓ For summer internships, application deadlines can be as early as September. Check SIPALink for details.

#### PRO-TIP

You can order business cards through [Printing Services at the Journalism School](#). You'll need them for networking!

## October

### PRO-TIP

OCS retains SIPA alumni to serve as career coaches for current students. Schedule an appointment with a career coach through SIPALink.

- ✓ Refer to SIPALink for opportunities regarding formal fellowships, internship opportunities, and important deadlines.
- ✓ Attend the New York City Private Sector Alumni and Student Networking Reception.
- ✓ After you have completed the Professional Development course and had your resume reviewed by an OCS adviser, you have the option to submit your resume to OCS for inclusion in the employer Resume Book(s).
- ✓ Attend OCS workshops to assist with your professional skill building, job and internship search, and overall career development.

## November

### PRO-TIP

Prepare to apply for summer associate positions with banks and consulting firms through SIPALink. These opportunities are often posted in late fall and early winter.

- ✓ Sign up for the Washington, D.C. Career Conference, which is held in January.
- ✓ Begin researching summer internship funding opportunities, as many application deadlines occur from December through February.
- ✓ Make plans to visit long-distance prospective summer internship employers, and set up informational interviews for winter break.
- ✓ If you have registered for and completed an internship during the fall, [submit the internship paperwork](#) to receive credit.
- ✓ Some private sector employers are using psychometric testing, as well as math and reasoning assessment tests. Identify the companies you are interested in and look at their websites to see what their interview process includes.

## December/ WINTER BREAK

- ✓ If you are attending the Washington, D.C. Career Conference, begin arranging informational interviews for your time in D.C.
- ✓ Research and apply to summer internship opportunities. Application deadlines can be as early as January.
- ✓ Continue to research and apply for summer internship funding opportunities.

## January

### PRO-TIP

Prepare to apply for summer associate positions with banks and consulting firms through SIPALink. These opportunities are often posted in late fall and early winter.

- ✓ Attend the Washington, D.C. Career Conference.
- ✓ Register for internship credit if you have secured a spring internship.
- ✓ Check SIPALink and OCS News for dates to attend the Summer Internship Funding Information Session.

## February

### PRO-TIP

OCS offers the Myers-Briggs Type Indicator (MBTI) tool. Contact OCS to access the MBTI assessment tool in your SIPALink profile.

- ✓ International Students: Apply for CPT for paid summer internships. Register for internship credit now if you are planning to undertake a spring or summer internship.
- ✓ Sign up for and attend the New York City Career Series panels.
- ✓ Attend the New York City Public Sector and Nonprofit Alumni and Student Networking Reception.
- ✓ Continue to attend OCS workshops, offered throughout the year to assist students with their professional skill building, job and internship search, and overall career development.

## March/ Spring Break

- ✓ Conduct informational interviews.
- ✓ Apply for internships through SIPALink and through the subscriptions/publications listings on the OCS website.
- ✓ Apply for OCS summer internship grants. Applications due in April and early May.

### April/May

- ✓ If you registered for and completed an internship in the spring, submit the internship paperwork to receive credit.
- ✓ OCS summer internship grant applications are due in April and early May.

### June/July/August

- ✓ Conduct career-related research.
- ✓ Continue to participate in networking activities.
- ✓ Update your resume in the required SIPA format and submit it for the second-year resume books.



## Second Year of Job Search Timeline

### September

- ✓ If you completed an internship during the summer, submit the internship paperwork to receive credit.
- ✓ Register for internship credit if you will undertake a fall internship.
- ✓ Update your LinkedIn profile with summer internship experience.
- ✓ Update your job search agents to receive relevant postings.
- ✓ Attend an information session about the Presidential Management Fellows Program (PMF). Application deadline is in October.
- ✓ Attend employer information sessions.
- ✓ Begin soliciting references from key professors, internship supervisors, project leaders, etc.
- ✓ Apply for private sector jobs.

### October

- ✓ Attend the New York City Private Sector Alumni and Student Networking Reception.
- ✓ Attend OCS workshops to assist with your professional skill building, job and internship search, and overall career development.

**November****PRO-TIP**

Graduating students must undertake an internship and submit internship paperwork or apply for a waiver to graduate.

- ✓ Sign up for the Washington, D.C. Career Conference, which is held in January. If you are interested in living in D.C., the Conference is a perfect opportunity to network and research career opportunities!
- ✓ If you have registered for and completed an internship during the fall, submit the internship paperwork to receive credit.
- ✓ Apply for positions through SIPALink. Most full-time associate recruitment in consulting and finance will be completed by November. After that you will see more public, nonprofit and other private sector positions.

**December/  
WINTER BREAK****PRO-TIP**

OCS advisers are available to assist you in negotiating job offers.

- ✓ If you are attending the Washington, D.C. Career Conference, begin arranging informational interviews for your time in D.C.
- ✓ Research and apply to summer internship opportunities. Application deadlines can be as early as January.
- ✓ Continue to research and apply for summer internship funding opportunities.

**January**

- ✓ Attend the Washington, D.C. Career Conference. Participate in site visits with D.C.-area employers; attend the D.C. Alumni and Student Networking Reception; and conduct informational interviews.
- ✓ Register for internship credit for spring or prior semester internship if you have not done so already.

### February

- ✓ Sign up for and attend the New York City Career Series panels.
- ✓ Attend the New York City Public Sector and Nonprofit Alumni and Student Networking Reception.
- ✓ Attend employer information sessions.
- ✓ Pay close attention to OCS events and job postings by logging into SIPALink daily and checking OCS News and the Upcoming Deadlines email every week. Especially for those interested in the nonprofit or public sectors, this is your most active recruitment time.

### March/ Spring Break

- ✓ Continue to attend OCS workshops, offered throughout the year to assist students with their professional skill building, job and internship search, and overall career development.
- ✓ Learn how to navigate employment offers before you begin the interviewing process.
- ✓ Continue to network and conduct informational interviews. Pursue new contacts through the SIPA Alumni and Student Network on LinkedIn and career events.

### April/May

- ✓ Complete the Graduating Student Employment Survey online.
- ✓ Continue to read OCS News and the Upcoming Deadlines email for relevant positions.

