

**Complete the following checklist over the course of your academic journey at Hilbert College to ensure successful opportunities upon graduation:**

- Schedule an appointment with a career development specialist to map out your goals.
- Meet with the head of your department to discuss internship options.
- Register for classes that will assist your employment options, such as GS-180/380 Health and Physical Fitness and CJ-310 Police/ Professional Entry.
- Maintain your overall health and well-being.
- Schedule your yearly physical and eye exam with your family practitioner.
- Manage your debt-to-income ratio.
- Filter your social media posting.
- Research career options that interest you and learn the specific requirement of those positions.
- Register and take at least five civil service or police exams prior to graduation.
- Participate in the annual Criminal Justice Career Expo.
- Network with employers in your field.
- Join the Criminal Justice/Forensic Science Club on campus.
- Participate in classroom discussions and visit your faculty members during their office hours.
- Take ownership of your career goals.

**HILBERTCOLLEGE**  
**CAREER DEVELOPMENT**

**HILBERTCOLLEGE**  
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**Career Development Resources For  
Criminal Justice  
Forensic Science Students**

# CAREER DEVELOPMENT RESOURCES FOR CRIMINAL JUSTICE AND FORENSIC SCIENCE STUDENTS

## JOB SEARCHING TECHNIQUES

Looking for a career in the Criminal Justice field requires a significant amount of time and diligence. At Hilbert, we have specific workshops offered that educate students on the local, state and federal application process. Our extensive contacts coupled with our expertise enable our students to feel confident throughout the job searching process.

## RESEARCH THESE WEBSITES FOR EMPLOYMENT AND INTERNSHIP OPPORTUNITIES:

[www.usajobs.gov](http://www.usajobs.gov)

[www.cs.ny.gov](http://www.cs.ny.gov)

[www.labor.state.ny.us](http://www.labor.state.ny.us)

[www.acjs.org](http://www.acjs.org)

[www.aafs.org](http://www.aafs.org)

## FOR ADDITIONAL CAREER RESOURCES

[www.hilbert.edu](http://www.hilbert.edu)



## PROFESSIONAL PREPARATION

At Hilbert College, we are committed to providing detailed initiatives to prepare students to continue their education or advance into the workplace. Our goal is for students to get encouraged and involved in the Hilbert Community. Below is a sampling of our services.

- Internship Opportunities
- Job searching workshops
- Career fairs and expos
- Test taking strategies
- Free police and sheriff exams offered right on campus
- Clubs and organizations specifically designed for our majors
- Opportunities to attend professional presentations and conferences
- Faculty with real world experience committed to student success
- Community service and service learning opportunities
- Leadership Workshop Services designed to enhance your college experience
- Mock employment interviews
- Law enforcement and civilian resume writing assistance
- Endless support after graduation

