

Proactive Steps

Early Planning Efforts for Criminal Justice Students

✓ Internships / Field Placement

How to Start: Meet with advisor, prepare resume, apply to multiple sites.

On Campus: Career Services; Internship Coordinator.

Off Campus: Courts, nonprofits, reentry programs, legal aid offices.

✓ Professional Portfolio

How to Start: Collect best work and organize a digital portfolio.

On Campus: Writing Center; faculty feedback.

Off Campus: Google Drive, Canva, LinkedIn.

✓ References & Mentors

How to Start: Ask professors/supervisors early and maintain contact.

On Campus: Faculty; advisors.

Off Campus: Internship supervisors; professionals from events.

✓ Networking & Follow-Up

How to Start: Attend events and follow up within 48 hours.

On Campus: Career fairs; guest lectures.

Off Campus: Beyond the Bars, DCJS, NYSMICJ, NAN events.

✓ Resume & LinkedIn

How to Start: Update resume and build LinkedIn profile.

On Campus: Career Services workshops.

Off Campus: LinkedIn; job platforms (Indeed, Idealist).

✓ Interview Preparation

How to Start: Practice common questions and mock interviews.

On Campus: Career Services.

Off Campus: Peers, mentors, professionals.

✓ Jobs / Transfer / Graduate Applications

How to Start: Identify deadlines and apply broadly.

On Campus: Transfer office; advisors.

Off Campus: CUNY system; grad schools; job sites.

✓ Certifications

How to Start: Enroll in short relevant trainings.

On Campus: Campus opportunities (if available).

Off Campus: Red Cross; community organizations; online platforms.

✓ Professional Organizations

How to Start: Join as a student member and attend events.

On Campus: Faculty recommendations.

Off Campus: NASW, NLG, NYSMICJ, ABA divisions.

✓ Informational Interviews

How to Start: Request brief meetings to learn about careers.

On Campus: Faculty connections.

Off Campus: Professionals met at conferences/events.