

FOUR-YEAR CAREER DEVELOPMENT ACTION PLAN CHECKLIST

FIRST-YEAR

FIRST ACTIONS TO ENGAGE WITH YOUR CAREER AND PROFESSIONAL DEVELOPMENT

- Visit [Poets Connect](#) to schedule your first career counseling session
- Envision and create your first Career Development Action Plan
- Take career and professional assessment tools to help you identify your career interests and passions
- Develop an accomplishment focused resume
- Attend the Student Employment Fair to look for on-campus, career enhancing roles
- Map out and attend Student Life and CCPD events that will enhance your career readiness competencies
- Meet with your Faculty Advisors and connect with your professors

SUSTAIN YOUR ENGAGEMENT WITH THESE ACTIONS

- Enroll in INTD 13, a Career Discovery and Planning course for first-year and sophomore students
- Pick a club/society/activity to explore and connect to in your first-year
- Attend the Graduate and Professional School Fair
- Obtain an on-campus, career enhancing job
- Participate in alumni and employer networking events
- Create a LinkedIn account
- Apply for a summer internship
- Consider investing in a business suit

EMPOWER YOUR CAREER DEVELOPMENT ACTION PLAN

- DO NOT pass by the CCPD because it is on the way to the Campus Inn. The Career Center team is ready to serve you. Come meet us
- DO NOT let your social media posting behaviors tarnish your emerging career brand

FOUR-YEAR CAREER DEVELOPMENT ACTION PLAN CHECKLIST

SOPHOMORE YEAR

ACTIONS TO DEVELOP YOUR CAREER

- Map out a series of career counseling meetings with your career counselor
- Tune up and refine your Career Development Action Plan
- Conduct a professional self-assessment to identify career and academic accomplishments
- Refine your accomplishment focused resume
- Visit with the team at the Center for Engagement with Communities
- Attend the Student Employment Fair and the Graduate and Professional School Fair in the fall semester
- Identify paid summer internships in the fall semester and explore the INTD 299 Internship course
- Map out and attend the Student Life and CCPD events that will enhance your career readiness competencies
- Discuss career paths with your career counselor, your faculty advisor, and professors
- Attend the Career and Internship Fair in the spring semester to land a summer internship

SUSTAIN YOUR ENGAGEMENT WITH THESE ACTIONS

- Enroll in INTD 13, a Career Discovery and Planning course for first-year and sophomore students
- Involved in a leadership activity? Make sure to articulate your leadership accomplishments to your peers, faculty, and potential employers
- Explore study abroad programs that will develop multicultural competencies and/or critical languages
- Maintain your LinkedIn account by adding a head shot taken by the CCPD team
- Ask yourself, "Is it time to carry a business or professional card?"

EMPOWER YOUR CAREER DEVELOPMENT ACTION PLAN

- DO NOT let the summer go by without participating in a career enhancing internship or experience
- DO NOT let your sophomore year go by without doing something out of the ordinary. If you are an athlete, find an experience that allows you to develop new skill sets. If you are a student leader, find an experience that exposes you to something completely extraordinary

FOUR-YEAR CAREER DEVELOPMENT ACTION PLAN CHECKLIST

JUNIOR YEAR

ACTIONS TO DEVELOP AND CONNECT TO YOUR CAREER FUTURE

- Map out a series of career counseling meetings over the year with your regular career counselor
- Tune up and refine your Career Development Action Plan
- Track the number of internships that involved the development of critical career competencies
- Focus on developing a network of contacts who are committed to your career success
- Work with your career counselor to develop your 30-second commercial
- Conduct informational interviews with alumni and employers
- Feature all of your accomplishments on your resume or CV
- Attend the Student Employment Fair and the Graduate and Professional School Fair in the fall semester
- Explore the placement tests necessary for graduate programs
- Identify Fellowships for career and academic advancement
- Identify and apply for paid summer internships that are outside of your geographic region
- Ask your faculty advisor and professors for contacts in fields you want to enter once you graduate
- Attend the Career and Internship Fair in the spring semester to talk with employers and companies about full-time professional roles in their organizations

SUSTAIN YOUR ENGAGEMENT WITH THESE ACTIONS

- Enroll in INTD 14, a Career Action Planning course for juniors and seniors
- Create a plan-of-action if you will have less than three career development or internship experiences
- Study aboard in a program that will develop multi-cultural competencies and/or critical languages
- Fine tune your LinkedIn account by adding a professional head shot
- Attend all and every networking function to develop contacts and to help employers understand you are positioned to contribute to their goals and missions
- Carry a business/professional card at all times
- Line up career and academic references

EMPOWER YOUR CAREER DEVELOPMENT ACTION PLAN

- DO NOT be passive and expect the job or career to find you
- DO NOT be fearful if you are just starting to career develop. Get an appointment with the CCPD team. We can help with your rapid career development tactics

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SENIOR YEAR

ACTIONS TO CONNECT TO YOUR CAREER FUTURE

- Fully engage with your career counselor to map out your job search process over your senior year
- Fully engage in the execution in the job search process portion of your Career Development Action Plan
- Feature your career accomplishments in your LinkedIn account, cover letter and resume/CV, 30-second commercial, and interview presentations
- Learn how to negotiate a salary and compensation package
- Meet and connect with your network of contacts over your senior year
- Employ networking tactics including '30 coffees in 30 days' and/or The 15 day networking challenge' to conduct informational interviews with alumni and employers
- Attend the Student Employment Fair and the Graduate and Professional School Fair in the fall semester
- Take the placement tests necessary for graduate programs
- Strategize with the fellowships director to apply for career and academic advancement fellowships
- Identify internships to participate in over your senior year. Consider a virtual or POET Intern Program
- Ask your Professors to introduce to their contacts in fields you want to enter once you graduate
- Attend the Career and Internship Fair in the spring semester to talk with employers and companies about full-time roles in their organizations

SUSTAIN YOUR ENGAGEMENT WITH THESE ACTIONS

- Enroll in INTD 14, a Career Action Planning course for juniors and seniors
- Create a plan-of-action if you will have less than three career development or internship experiences
- Attend all networking functions to develop contacts and to help employers understand you are positioned to contribute to their goals and missions
- Carry a business/professional card at all times
- Line up career and academic references
- Participate in the Job Search Boot Camp

EMPOWER YOUR CAREER DEVELOPMENT ACTION PLAN

- DO be positioned to transition seamlessly into your first job or graduate program
- DO participate in the First Destination Survey (coming your way in the fall of your first post-graduation year)
- DO pay it forward. Sign up to be an alumni ambassador
- DO stay in touch with the CCPD for career counselling services. Use our alumni career counseling services to look for your second job after graduation
- DO be the CEO of your career