



ADVISING AND CAREER DEVELOPMENT

FOUR YEAR CAREER DEVELOPMENT PLAN

FRESHMAN YEAR – Self Assessment

- Take the StrengthsQuest Assessment to determine your individual strengths
- Meet the Advising and Career Development staff
- Discover your personal preference related to work, school, and lifestyle
- Talk with faculty, friends, and career staff to develop focus and direction
- Write answers to the following questions:
 - What do I enjoy doing?
 - What areas do I feel I excel in?
 - What do I need to do to develop myself further?
 - What barriers prevent me from pursuing my career goals?
- Get a summer job, gain work experience
- Begin to build a network of people to assist you
- Develop a file of information for career development
 - Track your achievements
- Consider a semester or summer study abroad

SOPHOMORE YEAR – Career Exploration

- Develop plan to enhance StrengthsQuest strengths
- Add to career file information about specific career options; narrow down potential career options
- Conduct informational interviews - talk to others about specific careers
- Choose a major area of study
- Select courses which enhance the skills related to your career goals
- Get involved in organizations, especially those related to your major or career goals
- Write answers to the following questions:
 - What do I have to offer an employer?
 - Who needs the skills and talents I have to offer?
 - How can I market my skills?
- Get a summer job and build a good work reputation and work references
- Develop job related and computer skills
- Build your maturity and knowledge of the workplace
- Continue to invest in a network of people
- Track your achievements

JUNIOR YEAR – Gaining Career Experience

- Explore further career options associated with your education that would utilize your strengths, also have a Plan B
- Begin writing your resume
- Participate in a mock interview
- Attend the Work-Force Job Fair in February
- If appropriate, research potential graduate school programs and consider taking the appropriate entrance exam
- Assume leadership positions in organizations
- Obtain a summer job/internship in your chosen field
- Continue to develop job-related and computer skills
- Compile a list of qualifications as they relate to your career objectives
- Continue to build a solid network and work references
- Focus on becoming a professional (dress, contact information, communication skills)
- Track your achievements

SENIOR YEAR – Job Search/Graduate School Search

- Put your job search into high gear – look for jobs 3-6 months prior to graduation
- Continue to develop professionalism
- Attend the Work-Force Job Fair in February and the Mount Mary Job Fair in the spring
- Finalize your resume and prepare a cover letter
- Perfect your interviewing skills
- Identify and target employment opportunities
- Consistently mail out resumes and letters, follow-up with calls and keep track of progress in an organized manner
- Continue to conduct informational interviews and expand your existing network of contacts
- Narrow down your list of graduate schools and get all necessary forms (applications, essay, financial aid) in on time (often graduate programs have a December deadline)