

Career Development Plan

Use this plan to develop and stay on track with your career goals. Career planning and decision-making usually occurs in four stages:

1. **Transition & Discover:** Engage in a variety of activities to get acclimated to college life and identify resources.
2. **Explore & Research:** Spend time reflecting to explore your interests, skills, & values and begin researching options
3. **Test:** begin connecting interests to options and develop career goals
4. **Decide:** finalize career goals and develop job search strategy

Regardless of class year, utilize this plan at any point relevant to you. Be sure to connect with a career advisor yearly to discuss your career goals. Check off each item as you complete it.

My FRESHMAN YEAR Checklist

Transition & Discover >>>

TRANSITION

- Get to know your Academic Advisor (BSA #107)
- Develop time management and study skills
- Take advantage of KSU resources:
 - [Academic Success Center](#)
 - [Center for Adult and Veteran Services](#)
 - Professors' Office Hours
 - [Student Accessibility Services](#)
 - [One Stop for Student Services](#)
 - [Student Ombuds](#)
 - [DeWeese Health Center](#)



ENGAGE

- Visit a student organization fair and join a [student club](#)
- Volunteer with campus or community initiatives
- Participate in residence hall activities

DEVELOP

- Meet with a career advisor in the [Career Services Office](#) (BSA #A309) to learn of career resources and services.
- Create your [Handshake](#) profile to apply for on-campus jobs and internship and receive internship and event updates

NOTES:

My SOPHOMORE YEAR Checklist

Explore & Research >>>

REFLECT

- Meet with a Career Advisor in the [Career Services Office](#) (BSA #A309) to develop your résumé, cover letter and LinkedIn profile
- Identify your interests, skills, values, & personality traits with [Focus 2](#)
- Complete [My Next Move](#), a FREE online career resource, to explore career interests
- Start a folder or notebook (electronic or paper) to organize your self-exploration, major & occupational research, and career planning



EXPLORE

- Conduct independent research of occupations and industries of interest
- Look up job descriptions for positions in your field
- Learn education requirements, skills needed, salary expectations, and job outlook
- Utilize online resources such as: [O*Net](#), [Occupational Outlook Handbook](#), [What Can I Do With This Major?](#)
- Connect with experienced professionals to conduct [informational interviews](#) & learn more about their job
- Complete [Flashternships](#) (job shadow) and spend a day or two experiencing an occupation
- Secure summer/part-time positions related to your career interests
- Take advantage of university resources: volunteer, join a student club
- Participate in Kent State's [Major Minor Expo](#) to explore university programs

EXPAND

- Begin completing your networking contact list
- Attend career fairs and networking events each semester
- Visit information tables within the [Crawford College of Business & Entrepreneurship](#)
- Look into [Education Abroad opportunities](#)
- Start looking into internship opportunities using [Handshake](#) and [Ohio Means Internships](#)

REVISE

- Visit the [Career Services Office \(BSA #A309\)](#) to update your résumé and cover letter and discuss internship search preparation
- Update LinkedIn profile

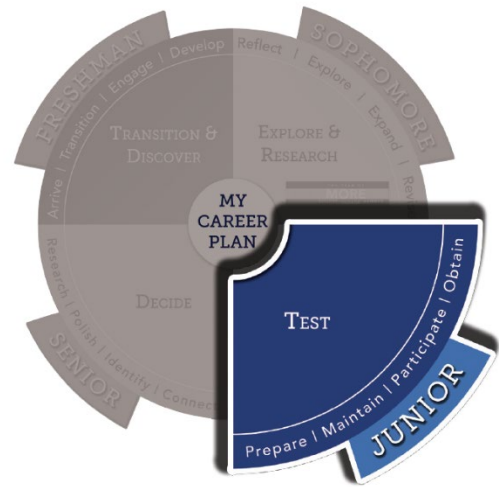
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My JUNIOR YEAR Checklist

Test >>>

Prepare

- Meet with a career advisor in the [Career Services Office](#) (BSA #A309) to develop your career strategy and internship search assistance
- Tailor résumé and cover letter to specific opportunities
- Acquire professional attire for interviews
- Develop and practice elevator pitch
- Research companies of interest
- Set up informational interviews with alumni and prospective companies
- Discuss and research graduate school options, if applicable
- Review and assess your career readiness through [National Association of Colleges and Employers' Core Competencies](#)



Maintain

- Maintain a strong GPA
- Stay involved with campus activities; employers seek those who engage
- Stay connected with faculty and academic advisors - great references!
- Polish your LinkedIn profile and increase activity

Participate

- Register for a mock interview to receive realistic practice and valuable feedback
- Attend Job and Internship Fairs each semester
- Take advantage of career networking opportunities

Obtain

- Secure an internship, part-time job, or summer job or career-related experience
- Use [Handshake](#) and [Ohio Means Internship](#) to continue searching for opportunities
- Pursue a leadership role on campus or with an organization

NOTES:

My SENIOR YEAR Checklist

Decide >>>

Connect

- Meet with a career advisor in the [Career Services Office](#) (BSA #A309) to develop your post-graduation action plan and have résumé reviewed
- Join a [professional association](#) to connect with career experts
- Register for a mock interview to receive realistic practice and valuable feedback
- Attend Job and Internship Fairs each semester
- Create profiles on job search sites like Glassdoor, Indeed, state/federal job sites, etc.

Identify

- Solidify job references: faculty, advisors, coaches or supervisors
- Finalize graduate school application, if applicable

Polish

- Update résumé with internships and tailor to jobs of interest
- Update LinkedIn profile
- Always utilize appropriate privacy settings on all social media accounts

Research

- Investigate organizations of interest
- Set up [informational interviews](#) with alumni and industry professionals
- Understand salary range for your target positions
- Review relocation data, if necessary



NOTES: