

INTEGRATIVE CAREER DEVELOPMENT

1.

PLAN FOR CAREER SUCCESS - FIRST YEAR

EXPLORE

- Visit with the Integrative Career Development (ICD) Office to learn our services and resources.
- Use self-assessment tools to define your interests, values, personality, skills and abilities.
- Make a list of previous jobs, volunteer experiences and courses you've taken. Note what aspects you enjoyed in each experience and see if there are patterns that reveal your strengths and potential career paths.
- Meet with your academic advisor to discuss your academic plan and core field of study.
- Develop an understanding of what careers exist depending on your core and concentration.

BUILD YOUR JOB SEEKING TOOLS

- Begin crafting your professional resume.
- Begin developing your LinkedIn profile.
- Register on **College Central Network**.
- Start to develop your professional written communication skills.
- Review the career development material on the **ICD page** of the Mitchell website.

GET INVOLVED

- Join a student organization.
- Participate in residence hall and campus activities.
- Become involved in community service projects.

GAIN EXPERIENCE

- Look for ways to gain exposure to career fields that interest you through informational interviews, job shadow opportunities and volunteering.
- Build transferable skills through securing a summer or part-time job in your field of interest.

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2.

PLAN FOR CAREER SUCCESS -SECOND YEAR

EXPLORE

- Seek further career exploration by speaking with instructors and ICD staff about career options available through your field of study.
- Build your professional network through outreach, informational interviews and job shadow opportunities to learn about career options.

BUILD YOUR JOB SEEKING TOOLS

- Complete a career seminar and practicum class.
- Update your resume and LinkedIn profile and have them reviewed in the ICD office.
- Begin using your LinkedIn profile to grow your community by following companies and groups related to your career interests and by connecting with alumni and business professionals.
- Refine your professional written communication skills through cover letter and outreach email practice.

STAY INVOLVED

- Join a professional organization related to your course of study.
- Maintain membership in campus clubs and organizations.
- Keep participating in residence hall and campus activities.
- Continue volunteering for community service projects.

BUILD ON YOUR EXPERIENCE

- Continue to leverage your network to learn about summer or part-time job leads related to your career interests.
- Strengthen transferable skills by obtaining a part-time job, summer job, internship or volunteer experience.

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3.

PLAN FOR CAREER SUCCESS - THIRD YEAR

RESEARCH AND INTERNSHIP PREPARATION

- Meet with ICD to discuss your internship search strategy, to prepare for interviews and to learn keys about what to wear, how to make a favorable first impression, how to answer interview questions and how to leave a lasting positive impression.
- Meet with your faculty internship supervisor to discuss your internship ideas.
- Continue researching your career field of interest and searching for internships in that area.
- Review College Central Network to see the internships listed.
- Work with the ICD office to complete your internship proposal.
- Start researching graduate school if you're planning on continuing your education.

CONNECT WITH EMPLOYERS

- Review company websites and literature to learn industry trends and areas of opportunity.
- Follow employers' social media accounts.

CONTINUE BUILDING YOUR JOB SEEKING TOOLS

- Participate in mock interviews.
- Update your resume and cover letter and have them reviewed at the career center.
- Expand your use of LinkedIn to grow your network and enhance your reach.

INCREASE INVOLVEMENT

- Take on a leadership position with a student organization or start a campus club.

BUILD ON YOUR EXPERIENCE

- Continue to obtain experience that will position you well for graduate school or employment after graduation through volunteer work, part-time jobs, internships and leadership positions in student organizations.
- Continue building your network to learn about career opportunities.
- Join a professional organization related to your career interests.

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4.

PLAN FOR CAREER SUCCESS - FOURTH YEAR

DEVELOP A JOB SEARCH STRATEGY

- Meet with the ICD office to form your job search strategy and begin the job search process early.
- Meet with your academic advisor to ensure you are meeting graduation requirements.
- Join professional associations aligned with your career interests.
- Use various resources for job searching: networks, websites, professional organizations.
- Participate in local career fairs.
- Apply to graduate school if you're planning on continuing your education.
- Prepare professional business attire.
- Schedule job interviews.

CONTINUE BUILDING YOUR JOB SEEKING TOOLS

- Update and finalize your resume, cover letters and LinkedIn profile.
- Consider how you are presenting yourself online through social media accounts from an employer perspective and polish your online presence if needed.
- Participate in mock interviews.

MAINTAIN INVOLVEMENT

- Continue your involvement with student organizations and activities, taking on a leadership position if possible.

LEVERAGE YOUR INVOLVEMENT AND EXPERIENCE

- Grow your network of professional contacts to learn about emerging job opportunities.
- Identify references and request letters of recommendation for use in job applications.
- Request recommendations on LinkedIn and use LinkedIn to connect with individuals who are employed by organizations that interest you.

FINAL STEPS

- Complete the Career Center Survey to tell us what you'll be doing after graduation.

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PLAN FOR CAREER SUCCESS - RESOURCES

Integrative Career Development Office:

<https://mitchell.edu/icd>

Career Exploration and Occupational Research

- <https://www.bls.gov/ooh/>
- <https://www.onetonline.org/>
- <https://www.mynextmove.org/>
- <https://www.careeronestop.org/>

Resume Writing

- <https://www.thebalancecareers.com/job-resumes-4161923>
- <https://www.themuse.com/advice/how-to-make-a-resume-examples>
- <https://www.monster.com/career-advice/article/avoid-the-top-10-resume-mistakes>
- <https://resumegenius.com/blog/resume-help/resume-tips>
- <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

LinkedIn

- <https://www.linkedin.com/pulse/how-create-killer-linkedin-profile-get-you-noticed-bernard-marr/>
- <https://zety.com/blog/optimize-your-linkedin-profile>
- <https://www.linkedin.com/school/mitchell-college/>

Networking

- <https://www.thebalancecareers.com/top-career-networking-tips-2062604>
- <https://www.linkedin.com/pulse/why-professional-networking-so-important-jordan-parikh/>

Interviewing

- <https://www.thebalancecareers.com/job-interview-questions-and-answers-2061204>
- <https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>

- <https://financialpost.com/business-insider/job-interview-tips>
- <https://fios.verizon.com/beacon/landing-job-in-digital-age/>
- <https://www.livecareer.com/resources/interviews/prep/successful-job-interview>
- <https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>
- <https://www.forbes.com/sites/kathycaprino/2020/07/03/10-key-tips-for-acing-your-video-interview/?sh=183f0a1f5003>

Job Search

- <https://www.thebalancecareers.com/resumes-interviews-4161887>
- <https://www.themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them>
- <https://www.glassdoor.com/blog/expert-job-search-advice/>
- <https://www.localwise.com/a/1014-30-job-search-tips>
- <https://jobs.washingtonpost.com/careers/?Keywords=interview&gclid>