

THE CAREER DEVELOPMENT FOUR-YEAR PLAN



FIRST Year: Begin to Understand Yourself and Your Purpose

Now is the time to begin gaining greater self-awareness, to clarify your purpose for being in college and to connect that purpose to the bigger picture of your life. The Career Development staff will guide you as you clarify and make these connections. At this point, you can:

- Schedule a one-on-one career counseling session
- Join clubs and organizations and volunteer to develop interests and skills that employers seek
- Investigate and explore areas of study, including majors, minors, and certificates offered at Greensboro College
- Gather information about additional helpful campus resources and staff

Sophomore Year: Explore Major & Career Options

It's time to learn about how your unique interests, personality, values, and competencies align with majors and careers.

- All sophomores will enroll in CLD 2100, Define Your Path, where you will identify your interests, skills, life and work values, personality and temperament, strengths and weaknesses, explore the connection between majors and career paths, research careers using online resources such as the Occupational Outlook Handbook and O*Net online, and begin developing a college resume
- Investigate internships for your junior year
- Develop skills through student organizations, part-time jobs and volunteer opportunities
- Introduce yourself to faculty in departments to learn more about careers related to particular majors
- Join an organization or club related to your career interests
- Engage in informational interviews and/or job shadows to begin learning more about various career options and to begin growing your network of professionals
- Attend career related events on and off campus
- Speak to upperclassmen about their coursework and experiences
- Review the Career & Personal Development newsletter for opportunities and career advice

Junior Year: Try It On For Size

Experience will be a great help in making informed choices and preliminary decisions. This year:

- Set short and long term goals
- Continue refining the resume you will have developed in CLD 2100
- Develop a Personal Contact List for the purpose of networking and exploring job options
- Begin seeking out internship opportunities to develop professional skills. Speak with faculty; utilize online resources including your school's career development website, network at off and on campus career related events
- Secure a part-time job and/or a summer job related to your future career
- Volunteer and engage in clubs and organizations related to your career interests. Take on leadership roles.
- Keep a journal of your experiences, paying particular attention to what you like and disliked, the skills you learned, used or would like to develop
- Consider enrolling in CLD 3100: Experiencing Career and Life Directions
- Participate in a career shadowing experience and/or conduct informational interviews
- Attend local conferences related to your major or career interests and seek out opportunities to present
- Begin graduate or professional school research if that is your next step. Check deadlines for financial aid and tests such as the GRE, LSAT, MCAT, etc.

Senior Year: Make Informed Decisions

As a senior, you have the self knowledge, academic knowledge, skills and related work or volunteer experience to pinpoint the next step after college graduation. Make plans to:

- Develop your LinkedIn profile
- Develop your own Personal Contact List if you have not already done so
- Secure another internship
- Research and gather information on employers of interest to you
- Attend on and off campus career related events
- Identify your transferable skills
- Continue polishing your resume
- Explore Internet career and job search resources, including the Pride Job and Internship leads
- Consider enrolling in CLD 3100: Experiencing Career and Life Directions
- Work with Career Development to develop a resume and cover letters and to enhance interviewing, networking and job search skills
- Solidify graduate/professional school plans; prepare for and take entrance exams in a timely manner

