

10 Ways to Support a Student's Career Preparation

Share your career journey

Identify relevant skills

Invite guest speakers

Review application materials

Give extra credit for career/grad school events

Host an alumnae Q+A panel

Write a reference letter

Make an introduction

Encourage students to get experience

Refer and collaborate



CAREER PLANNING AND DEVELOPMENT
CPD

10 Ways to Support a Student's Career Preparation

- 1 Share your career journey and provide insight about the people and experiences that helped you explore pathways and make decisions.
- 2 Highlight skills in the classroom by identifying the transferable and subject-related skills that students will learn in your class. The National Association of Colleges and Employers (NACE) recommends **eight career readiness competencies** that will prepare students for lifelong career success.
- 3 Invite former students to present about their internships or research experiences.
- 4 Offer to review students resumes or application essays and provide feedback.
- 5 Give extra credit in class for students who attend a career fair or graduate school fair.
- 6 Help arrange networking opportunities between students and alumnae by hosting a virtual or in-person Q&A panel.
- 7 Advocate for your students and offer to serve as a reference. Check out this one-page guide for **Avoiding gender bias in reference writing** from The University of Arizona.
- 8 Offer to introduce a current student with an upperclass student or recent graduate with similar interests.
- 9 Encourage students' to participate in career development programs such as **FRESH** for first-year students and **SWEPT** for sophomores, juniors, and seniors.
- 10 If you find yourself spread too thin, leverage the career center, experienced students, student groups, and alumnae to help. Reach out to the CPD team with collaboration ideas!