

A close-up photograph of a person's hand holding a brown leather briefcase. The person is wearing a tan coat and a watch. The background is blurred, suggesting an outdoor setting.

STUDENT CAREER ACTION PLAN

MOREHOUSE
CAREER
DEVELOPMENT & ENGAGEMENT
INVESTING IN DREAMS

Preparing you for your professional future

**Office Location:
Mays Hall Career Center
Suite 200
470.639.0551**

"It pays to take charge of your career success!"

Who are we...

Career Development and Engagement provides career advising, professional development tools, and job networking resources for all majors at Morehouse College helping them prepare to enter employment or graduate school upon graduation. Career planning is learning about yourself and the job market —and then making choices based on what you have learned. Career/life planning applies purpose and direction into your efforts. You can control your working life by selecting the most appropriate work type commensurate with your interests, abilities, values, ambitions and develop that career to fulfillment. Career planning is the **key** to unlocking the door to you as a student understanding the significance and relationship of studies and jobs/careers. Career Development and Engagement facilitates goal setting so that the short -range goals become milestones toward your career progress, long-range goals, and ambitions.



Career Development and Engagement Student Career Action Plan

The purpose of this plan is to prepare you for very important career steps to take as you prepare to make the transition from college to your professional career. This plan will help you focus on yearly milestones that seek to strengthen your academics, develop your communication and leadership skills, complement, and expand your abilities and interests, and help you prepare for future employment.

The process of going through this Career Action Plan should include your academic pathway, personal development, and professional development with an understanding of your direction upon matriculation from college, as this is your key toward success.

Academics

Career Development and Engagement will equip you for your professional preparation through the pursuit of knowledge in the following areas during each year at the College:

Abilities & Interests

Aligning your abilities and interests with your major and career opportunities

Extracurricular Activities

Developing communication, leadership, interpersonal, and decision-making skills through a variety of opportunities available to you during your years of matriculation

Career-Related Experiences

Using resources and developing networking relationships that lead to full-time employment upon graduation.



The Career Development and Engagement Student Career Plan will focus on the following different areas of development during your 4 years at the College:

- 1st Year — **Planning**
- 2nd Year — **Preparing**
- 3rd Year — **Polishing**
- 4th Year — **Performing**



1st Year – Planning



A vital year that:

- Provides the foundation for your academic preparation
- Explores various options related to your abilities and interests
- Acquaints you with resources to aid you in your career planning and development

Academics

- Start by doing well in your academic studies by completing assignments on time and by establishing appropriate study methods and test-taking strategies
- Establish an appropriate quiet place to study with minimum distractions
- Create a time management plan to schedule monthly, weekly, and daily activities
- Meet regularly with your faculty advisor and teachers to receive academic advice
- Check out the Douglas Hall Academic Resource Center for help to improve your academic outcomes and line up an advisor or tutor if needed
- Concentrate on your liberal arts requirements which provide the foundation for further academic development
- Assess the appropriateness of your choice of a major based on your academic performance

Abilities and Interests

- Identify your abilities and areas of interests
- Consider taking the Career Assessment Interest Inventory available at Career Services and discover career-related abilities
- Evaluate whether your major fits your abilities, interests, and career goals
- Seek counsel from others concerning your abilities, interests, major, and career goals (i.e., parents, faculty, student leaders, Career Services)

Extracurricular Activities

- Identify extracurricular activities to further develop your abilities and interests (i.e., campus organizations, society, or intercollegiate competitions, etc.)
- Explore and participate in volunteer activities that provide opportunities to expand your interests or outreach to others through Community Service Council
- Consider joining choral, instrumental, dramatic groups, and athletic teams

Career-related Experiences

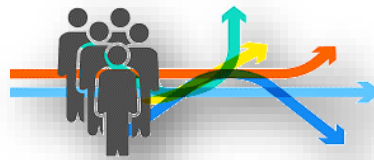
- Formulate and discuss your career goals with your advisor and academic dean
- Explore career opportunities related to your desired major
- Consider summer jobs related to your major to further develop your skills
- Log in and become acquainted with Career Development Handshake online job board
- Attend major recruiting events observing how to interact and interview

Create a Handshake Account

What is Handshake...

- Handshake is an interface which allows for some creative presentation
- It's a great place to develop ideas, work out possibilities, and organize information for college students
- Handshake makes it good for students transitioning to professional work
- Handshake is the fast and powerful recruiting platform for sourcing Morehouse College students and alumni

Career Path Assessments



Prepare for the Career Path Assessment

Students can schedule an appointment with a career staff member taking a career assessment focusing on student's personality, interests, skills, aptitudes, values and more can be measured through standardized assessments in combination with career counseling. Our office offers the following career assessments:

➤ FOCUS 2

www.focus2career.com

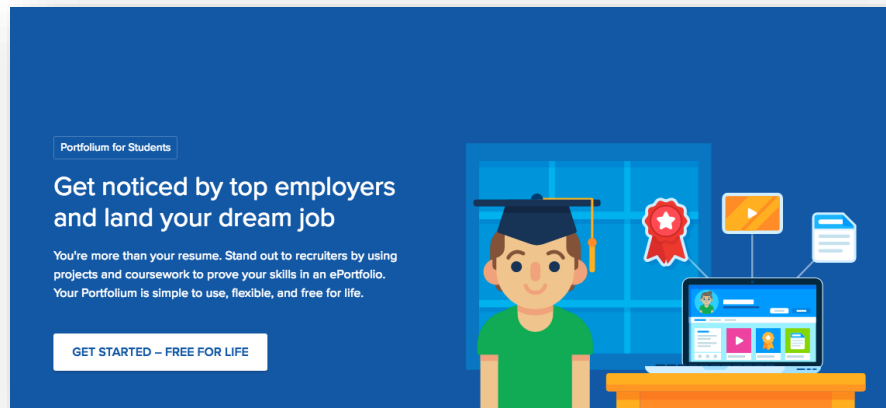


[Learn more about FOCUS2](#)

- **FOCUS 2**—is a web based major and career exploration tool that you may use throughout your college years and beyond. FOCUS 2 can be used in different ways throughout all stages of your education and career planning according to your personal needs. FOCUS2 is also guides students preparing them a career **through a reliable, intuitive career & education decision making model to help them choose majors offered at the college to assisting students by using this** proactive assessment on the path of **making** informed career decisions towards their career development. It asks questions about your interests and provides you with a Holland Code and potential career options. The **Holland Codes** is a system to classify jobs into job categories, interest clusters, or work personality environments. The Holland Codes are categorized in the following six various areas:

- **Realistic (Doers)**
- **Investigative (Thinkers)**
- **Artistic (Creators)**
- **Social (Helpers)**
- **Enterprising (Persuaders)**
- **Conventional (Organizers)**

"**FOCUS2** is only a tool intended to help you start the process of thinking about yourself and exploring career options, and suggestions of what career you should pursue. See a career counselor for assistance interpreting your results.



Create a Portfolium Account

<https://portfolium.com/>

- **Portfolium**—Portfolium allows university students and recent graduates to connect with businesses and employers and present their previous academic work and projects to supplement their resumes. This platform shows people what you are doing to reach them focusing on your projects, skills and leadership abilities.

<https://portfolium.com/network/morehouse-college>

2nd Year – Preparing



A year to forward-looking that:

- Narrows your study and major/minor courses and extracurricular activities
- Identifies potential organizations for extracurricular involvement
- Begins collecting information for resume input

Academics

- Continue to do well as you begin to focus more on your major and minor courses
- Assess your GPA progress and expectations
- Maintain a time management schedule to complete all assignments and projects
- Reestablish an appropriate quiet place to study with minimum distractions
- Sharpen your study skills and test-taking strategies to strengthen your GPA

- Meet regularly with your teachers to ensure academic success
- If applicable, determine with your advisor an appropriate minor to complement your major, abilities, and interests
- Discuss career goals with your parents, faculty advisor considering your academic performance and the potential need to change your major.
- Review internship opportunities with Career Development and Engagement staff

Abilities and Interests

- Confirm your abilities by earning above-average grades in your major-related courses
- Review company profiles in Handshake to identify your favorite employers
- Consider taking the Career Development Assessment available at Career Development and Engagement
- Participate in activities and jobs related to your career options to confirm your abilities and interests

Extracurricular Activities

- Determine appropriate volunteer activities in which to become actively involved and keep your involvement in balance with your academic studies
- Volunteer for opportunities to develop your leadership and communication skills
- Participate in a variety of speech, music, drama, athletic, and social events

Career-related Experiences

- Begin networking with recruiters to learn more about opportunities and browse Handshake for internship ideas
- Consider doing internships and career-related part-time jobs during the school year and breaks
- Discuss academic and non-academic internship opportunities with your advisor and division chair
- Watch the weekly intranet recruiter schedule and visit with recruiters who have open hours in the Career Development and Engagement Office
- Attend major recruiting events that provide opportunity for a multitude of networking contacts
- Begin collecting information for your resume and items for an interview portfolio by keeping track of your volunteer, extracurricular, and employment experiences
- Begin establishing a list of individuals who may become future professional references

StandOut Interviewing Tool



StandOut Now Live: An Interactive Online Video Interviewing Tool

<https://standout.com/home>

StandOut provides feedback and tips of non-verbal behavior and communication missteps during a mock interview. This new video interviewing practice platform is now live and accessible for all students.

- Create a class interviewing assignment from pre-created interview questions or record your own
- Platform allows students to record, review and re-record answers to a myriad of interview questions. StandOut checks for hesitations and enunciations in answers, and time responses to inform interviewing skills.

To access standout simply follow the link above to get started! If you are having issues accessing StandOut please refer to link above for more detailed instructions.

3rd Year – Polishing

A year to refine your professional career that:

- Complements your study with elective courses
- Provides opportunities for hands-on experiences
- Pinpoints potential employment opportunities



Academics

- Refine your study skills and strengthen your GPA to reach your academic goals
- Consider taking elective courses that relate to your career goals
- Check out the value of graduate school to improve your level of preparation
- Explore potential graduate school programs and schools and obtain applications
- Prepare for and take grad school entrance exams (GRE, MCAT, GMAT, etc.)
- Anticipate participating in recruiting events and/or interview for internships and summer jobs

Abilities and Interests

- Reassess your career goals by seeking counsel from your parents, and faculty advisor
- Talk with recruiters about your abilities and interests in light of their employment opportunities
- Use volunteer opportunities and internships to strengthen your abilities and confirm interests

Extracurricular Activities

- Continue to participate in volunteer activities, internships, and part-time jobs
- Narrow your involvement in volunteer activities by taking on tasks that develop your communication, leadership, and interpersonal skills
- Seek and accept leadership positions in volunteer and work-related activities balancing them with your academics

Career-related Experiences

- Meet with your faculty advisor to discuss your career plans
- Expand your network of recruiters while narrowing down your better options
- Attend a resume workshop & polish your resume, list of potential professional references and cover letter
- Update your **Handshake** profile & establish search agents to identify openings
- Begin developing interview skills by attending an interviewing workshop
- Develop your interview portfolio of best works and experience-related visuals
- Practice interviewing with advisor or peers to polish your presentation skills
- Meet with visiting recruiters at displays to practice “get-acquainted interviews”
- Interview with employers to secure internship or part-time work opportunities
- Do internships and career-related part-time work to strengthen your resume
- Begin preparing for graduate-level entrance exams if planning for graduate school

4th Year – Performing



Your year to showcase **YOU!**:

- Narrows your study and major/minor courses
- Requires wise use of your time
- Focuses on making wise decisions and use your graduating student checklist

Academics

- Finish strong academically making the best possible grade in each course
- If considering graduate school, inquire and apply early to secure acceptance and possible graduate assistantships
- Take appropriate graduate school admission tests early in the school year
- Anticipate participating in recruiting events and/or interview for employment or graduate school

Abilities and Interests

- Use internships and career-related work experiences to confirm your interests
- Confirm your abilities by taking advanced courses and excelling in major projects and course presentations
- Consider taking interest and skills inventories for a better understanding of how and where to use your degree

Extracurricular Activities

- Take on additional responsibilities and learn to balance them with academics
- Seek and accept leadership positions to build your decision-making skills
- Polish your communication skills in both social and professional settings

Career-related Experiences

- Formalize your resume and use Career Development and Engagement staff to review your resume
- Include in your resume a Strengths section to summarize how you make a good fit for the job opening and how your education has benefited you
- Secure permission from individual professional references and share your resume with each as you prepare for interviews or graduate school interviews
- Post your updated resume, cover letter, and list of references in Handshake
- Attend the most relevant recruiting events
- Use your resume to establish interview opportunities via your networking system
- Integrate into each interview the use of your interview portfolio to show your fit for the job
- Follow up each interview with a thank you note and a friendly phone call to check up on your progress in the hiring process
- Try to secure employment with the best opportunity prior to graduation
- Share your employment or additional education plans with Career Development and Engagement



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4 YEAR CAREER PREP CHECKLIST



Career Readiness Individual Strategic Plan

Use this checklist to keep you on your career path.

FIRST YEAR

- Start your job search early; use The CareerCenter to help!
- Take a variety of classes in subjects that interest you
- Attend major exploration events (i.e. alumni talks, Major/Minor Fair, college info sessions, etc.)
- Explore your interests, skills, and values, which may include doing a FOCUS2 career assessment or two
- Get involved (i.e. join campus groups, volunteer, attend campus events)! Have fun and start networking
- Join student organizations related to your major and/or other areas of interest
- Volunteer on and off campus
- Work towards and establish a strong GPA
- Attend multiple career fairs to explore careers and network with employers
- Research and apply for summer jobs and internships
- Prepare a career project related to your dream job to present to a career advisor

SECOND YEAR

- Declare your major or solidify your choice of major
- Explore occupations related to your major
- Conduct informational interviews with professionals in your field of interest
- Check out career exploration resources on The Career Center's website
- Apply for career-related summer internships; remember to apply early!
- Create a resume and have it reviewed by The Career Center
- Check out Handshake's online internship and job posting site

- Get to know professors and build relationships with people who can be references

THIRD YEAR

- Join a national professional organization (as a student member) related to your major
- Explore current job openings by industry and major using Handshake
- Buy interview clothing; all clothing should be the same color/pattern, solid, dark, and neutral
- Practice interviewing skills in a mock interview
- Considering graduate school? Explore program options
- Gain a leadership position within a student organization
- Network with friends, family, and employers
- Keep your resume up to date with your latest experiences
- Attend Career Fairs to learn about internship opportunities

FOURTH YEAR

- Continue your job search; use The CareerCenter to help!
- Applying to graduate school? Take graduate school admission tests, write personal statements, and pay attention to deadlines; apply early!
- Update your resume
- Participate in on-campus activities
- Think about where you would prefer to live following graduation
- Ensure you are meeting final graduation requirements
- Attend Career Fairs to talk with employers about specific job opportunities
- Continue to network with friends, family, and employers

Career Readiness Acknowledgement

