

CAREER DEVELOPMENT PLAN

EXPLORE. ENGAGE. ATTAIN. →



Career Center

MY COLLEGE (CHECK ONE):

- ☐ College of Business Administration
- ☐ Collins College of Hospitality Management
- ☐ College of Education & Integrative Studies
- ☐ College of Engineering
- ☐ College of Environmental Design
- ☐ Huntley College of Agriculture
- ☐ College of Letters, Arts, and Social Sciences
- ☐ College of Science
- ☐ Undeclared
- ☐ Other

MY MAJOR:

MY STUDENT SUCCESS ADVISOR:

MY FACULTY MENTOR:

MY COLLEGE CAREER COACH:

OTHER MENTORS AND GUIDES:

Below are general milestones for each year to ensure you stay on track to meet your career goals.

FIRST-YEARS

Fewer than 30 units
towards degree

- ☐ Set up your [Handshake account](#) and build your profile
- ☐ Register for a [Handshake event](#) (workshops, employer engagement, Career Fair, etc.)
- ☐ Set up your [Focus 2 Career](#) account and take at least two assessments
- ☐ Talk about your Career Development Plan (faculty, advisor, mentor, or career coach)
- ☐ Set up your [VMock account](#) and use the SMART editor
- ☐ Set up your [LinkedIn account](#) using the guidelines found in the [LinkedIn Creator Badge](#)

SOPHOMORES

At least 30 units
towards degree

- ☐ Take additional assessments on [Focus 2 Career](#): Work Interest and Skills
- ☐ Register for a [Handshake event](#) (workshops, employer engagement, Career Fair, etc.)
- ☐ Talk about your Career Development Plan (faculty, advisor, mentor, or career coach)
- ☐ Use the [SMART editor in VMock](#) and Resume Optimizer for a specific internship posting
- ☐ Consider professional development opportunities, including internships, [micro-internships](#), joining a [research group](#), or a [cooperative education program](#)
- ☐ Create a profile on [PeopleGrove](#) and engage with a mentor
- ☐ Explore [graduate school](#) options

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Below are general milestones for each year to ensure you stay on track to meet your career goals.

JUNIORS

At least 60 units
towards degree

- Talk about your Career Interests as part of your Career Development Plan (faculty, advisor, mentor, or career coach)
- Use the [SMART editor in VMock](#) and Resume Optimizer for a specific internship posting
- Update your [Handshake account](#), and ensure your account is public for employers to view
- Register for a [Handshake event](#) (workshops, employer engagement, Career Fair, etc.)
- Log in to [Big Interview](#) and complete the General Practice Set of interview questions
- Update your [LinkedIn account](#)
- Participate in professional development opportunities, including internships, [micro-internships](#), joining a [research group](#), or a [cooperative education program](#)
- Engage with a mentor on [PeopleGrove](#) or other resources
- Consider [graduate school](#) and other [professional school preparation](#), [pre-law](#), or [pre-doc programs](#)

SENIORS

At least 90 units
towards degree

- Talk about your Targeted Job Search Strategy (faculty, advisor, alumni mentor, or career coach)
- Use the [Resume Optimizer in VMock](#) for jobs you are interested in
- Update [Handshake account](#), and ensure your account is public for employers to view
- Register for a [Handshake event](#) (workshops, employer engagement, Career Fair, etc.)
- In [Big Interview](#), complete an industry-specific set of interview questions
- Update your [LinkedIn account](#)
- If interested in [graduate school](#), connect with graduate programs/get advising.
- Celebrate and share with us what your next steps are!