

CAREER EXPLORATION GUIDE

ASSESSING INTERESTS

MAKING CONNECTIONS

CREATING A PLAN

ABOUT THE FLEISHMAN CENTER

OUR GOAL: SUPPORTING YOUR CAREER AND PERSONAL GROWTH

The Fleishman Center for Career and Professional Development creates pathways for undergraduate and graduate students to succeed through high-impact learning experiences, employer and alumni connections, and one-on-one career support. We strive to support all Binghamton University students in developing career-readiness skills and pursuing meaningful career and personal growth. Through a dynamic network of opportunities and connections, we empower all students to explore, pursue and achieve fulfilled lives.



OUR SERVICES

- Résumé, CV and cover letter review
- Major and occupational information and consultation
- Internship and job search
- Credit-bearing internship opportunities (CDCI)
- Interview advice and mock interviews
- Networking and LinkedIn
- Graduate school planning and application material review
- Accepting/declining a job offer
- International opportunities

To meet with a Fleishman Center career consultant, stop in during our walk-in hours or schedule an appointment in hireBING.



FLEISHMAN CENTER

UU-133

SATELLITE OFFICES

- C4 Student Success Center: C4-101E
- CIW, Cayuga: CA-Second floor Conference Room
- Hillside Commons: CM
- Hinman Success Center: RC 104-B
- Mountainview, Appalachian: AP-101
- Mountainview, Hunter: HT-G23
- Susquehanna, Choconut: CU-102
- Student Support Services: UU-256
- Q Center: LS-G549
- Pharmacy Building: PB
- Graduate Student Organization: LN-G204
- Harpur Academic Advising: OH-110
- Student Athlete Success Center: WG

binghamton.edu/ccpd
607-777-2400
careers@binghamton.edu

INDEX

| | |
|--|-----------|
| Path to career confidence and clarity | 4 |
| Self-assessment | 6 |
| Involvement..... | 16 |
| Academics..... | 18 |
| Skills..... | 22 |
| Making connections | 27 |
| Resources..... | 35 |

The National Association of Colleges and Employers (NACE) has identified eight career readiness competencies associated with college student career success.

CAREER READINESS COMPETENCIES

CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

COMMUNICATION

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits and act in the interest of the larger community and workplace.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.

CAREER AND SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and outside of one's organization.

EQUITY AND INCLUSION

Demonstrate awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism.

THE PATH TO CAREER CONFIDENCE AND CLARITY



RESEARCH YOU

This is the foundational step of career exploration. Students must understand themselves, including interests, values, skills and motivations, before they start making connections to careers.

Think about . . .

What motivates you? When are you at your best? How do your values impact your decision making? What barriers do you see?

The Fleishman Center can support you:

- Utilize the **Career Exploration Guide**.
- Register for a Career Exploration Course (CDCI 200).

What you should do this summer . . .

- Conduct informational interviews with professionals.
- Utilize **B-Engaged** to get involved and think about what you like and don't like.
- Start brainstorming what to put on a resume.
- Make an appointment with a career consultant to plan how to explore in the next semester.

GUIDED EXPLORATION

Looks like you are ready to apply the knowledge you have gained about yourself with career knowledge to help you identify paths that will bring you confidence and clarity. Our goal here is to narrow down your interests to a few areas through intentional research.

Think about . . .

What is my understanding of career opportunities? Have I been exposed to a variety of options? Am I ready to conduct research to gather facts that can best inform my decisions?

The Fleishman Center can support you:

- Interpret the **Focus 2 Assessment**.
- Complete an Exploration Action Plan.
- Leverage **Mentor Match** to connect with alumni.
- Use **CandidCareer** for information gathering.

What you should do this summer . . .

- Gain experience in an area of interest: conduct informational interviews, reach out about shadowing, volunteering or interning.
- Develop a LinkedIn profile.
- Make an appointment with a career consultant to plan your involvement for the next semester.

EXPAND AND REFLECT

If you're here, you are ready to combine exploration and action! Gaining experience is important, so take your interest areas and pair them with action. Some examples could be internships, job shadowing, community engagement, campus involvement, education abroad or research.

Think about . . .

What experience makes sense for the area you want to explore? Make sure you build relationships as you explore and then reflect on your experiences. What did I like, or not like about this experience?

The Fleishman Center can support you:

- Find ways to gain experience and connecting you to campus.
- Register for a CDCI internship seminar, pairing experience with reflection and professional growth.

What you should do this summer . . .

- Find an intentional experience that helps you explore, such as internships, community-engaged learning, research or study abroad.
- Ask supervisors, mentors and advisors questions.
- Make an appointment with a career consultant to create a skill development plan.

PLAN AND DIVE DEEPER

Through your experience, you have narrowed down your interests and are that much closer to career confidence and clarity! It's time to gain more experience, enhance your skills and continue building your network.

Think about . . .

Where are there gaps in your experience and skills? What events and opportunities are available to further develop your network?

The Fleishman center can support you:

- Search for jobs and internships.
- Enhance your personal brand.
- Expand your network.

What you should do this summer . . .

- Find an intentional experience and a mentor.
- Enhance your LinkedIn profile, tailor your resume.
- Conduct informational interviews to expand your network.
- Make an appointment with a career consultant to enhance your brand.
- Strategize for a job search or graduate school planning.

An intentional experience is one connected to career interests and skills you want to develop.



Pause and reflect

Which step do you think you are currently at in the Path to Career Confidence and Clarity?

Think of three action steps that you can take to help you get to the next phase.

- 1.
- 2.
- 3.

SELF-ASSESSMENT

Conducting research on yourself, also known as self-assessment, is a good way to get a better understanding of your strengths, weaknesses and interests and reflect on your current involvement. Self-assessment connects to many aspects of this workbook, because once we have a better understanding of ourselves, it can lead to more confidence, clarity and exploring next steps.



Activity: At my best ...

Identifying your strengths and understanding when you feel at your best can be a good place to start as you begin reflecting on yourself and your experiences. Complete the following statements and use them as conversation starters when meeting with a career consultant.

A time when I was at my best was:

The best thing about me is:

What I enjoy doing the most is:

The best time in my life was:

My most fulfilling experience was:

I earn my best grades when I:

The best job or project I ever completed was:

The things I like best about myself are:

By taking a look at when you are at your best, you may find some clarity about your next steps. Take some time to reflect on the questions below, and complete the rest of the activities while thinking about when you are at your best.

By understanding when you feel at your best, the next step may be getting involved on campus. Check out the Involvement Section and B-Engaged to find ways to get involved.

What is a **strength** that you would like to continue developing?

Do you see any **themes** with your strengths? What experiences, qualities or skill sets reappear within multiple questions?

Many times your strengths are connected with skills that you have. To further explore your skills and to determine other skills you want to gain, check out the Skills Section.

What is a strategy that you can implement to do your best academically?

Now reflect a bit further ...

| <i>List your experiences (paid jobs, volunteer roles, leadership positions, clubs, internships, academic projects, campus and professional activities, etc.)</i> | <i>List a strength displayed through your tasks and roles.</i> | <i>How did you do this? What was the specific task related to this strength?</i> |
|--|--|--|
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VALUES

Understanding your values is also an important part of exploration and can also heavily influence you as you begin determining the type of job, industry and company you want to work for. In this section, you can determine what is most important to you, somewhat important to you and not important to you. Keep these values in mind as you are making decisions on your involvement and in your career planning.

Activity: Values sort

1. From this list of values, circle the ones that you find important for yourself.

Acceptance - to be accepted as I am

Achievement - to work toward and obtain accomplishments

Authority - to be in charge of and responsible for others

Caring - to be considerate and thoughtful

Change - to have a life full of change and variety

Commitment - to be dedicated and loyal

Contribution - to make a lasting contribution in the world

Creativity - to have new and original ideas

Ecology - to live in harmony with the environment

Family - to have a happy, loving family

Flexibility - to adjust to new circumstances easily

Friendship - to have close, supportive friends

Helpfulness - to provide support and be helpful to others

Humor - to see the humorous side of myself and the world

Justice - to promote fair and equal treatment for all

Leisure - to take time to relax and enjoy

Passion - to have feelings about ideas, activities or people

Power - to have influence over others

Rationality - to be guided by reason and logic

Risk - to take risks/chances

Self-acceptance - to accept myself as I am

Service - to be of service to others

Tolerance - to accept and respect those who differ from me

Wealth - to earn enough income to satisfy my specific financial goals

Accuracy - to be precise with tasks and actions

Adventure - to have new and exciting experiences

Autonomy - to be self determined and independent

Challenge - to take on difficult tasks and problems

Comfort - to have a pleasant and comfortable life

Compassion - to feel and act on concern for others

Cooperation - to work collaboratively with others

Dependability - to be reliable and trustworthy

Fame - to be known and recognized

Fitness - to be physically fit and strong

Forgiveness - to be forgiving of others

Growth - to keep changing and growing

Hope - to maintain a positive and optimistic outlook

Independence - to be free from dependence on others

Knowledge - to learn and contribute

Openness - to welcome new experiences and ideas

Popularity - to be well liked by people

Purpose - to have meaning and direction in my life

Responsibility - to make and carry out decisions

Safety - to be safe and secure

Self-esteem - to feel good about myself

Stability - to have a life that stays consistent

Tradition - to follow respected patterns of the past

World peace - to promote freedom, peace and happiness among and within all nations and people

2. Now narrow down your values to your top 10. Which are the values that are most important to you? Identify the top values that influence your decision-making.

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

WHAT IS CANDID CAREER?

Candid Career is an online library of videos highlighting professionals from a variety of industries. There are thousands of videos of professionals talking about their careers, the skills required to be successful in a certain industry, what they like about their jobs and more! Taking time to watch some of these videos to expand your knowledge and understanding of career options is a great first step in your exploration.

EXPLORE CANDID CAREER

Head to “Explore Careers” at the top of the Candid Career page. You can filter videos by a number of different categories. Let's start with industries!

What are industries that you would like to learn more about?

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Another area that you could filter by is college major. If you feel confident that you enjoy your major but just don't know how to connect what you are doing in the classroom to a career, then filtering by college major might make sense for you.

What college majors do you have an interest in?

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Activity: Video reflections

Let's start watching some videos! It doesn't matter how you filter the video library, but it's important that you reflect as you watch. What do you like or dislike about what the professional is saying? What questions do you have?

VIDEO 1:

What did the professional say in the video that is interesting to you?

What do you have more questions about?

VIDEO 2:

What did the professional say in the video that is interesting to you?

What do you have more questions about?

VIDEO 3:

What did the professional say in the video that is interesting to you?

What do you have more questions about?

VIDEO 4:

What did the professional say in the video that is interesting to you?

What do you have more questions about?

EXPLORATION ACTION PLAN

Now that you have done the beginning stages of self-assessment, you may be wondering what your next steps are. Begin with a plan about how you are going to explore.

Below is an example of a student who completed the self-assessment exercises and determined that their interests were volunteering and working in the community. They also discovered that they were passionate about health and wellness. Exploration is needed in order to determine whether those interests are things this student wants to pursue. There are many ways to explore these different interests.



This mind map can be helpful as you explore your own interests and identify ways to gain experience. There is no “right way” to explore, so use this as a guide. Be sure to reflect on your experiences throughout and also take time after an experience to ask clarifying questions that will help point you in the right direction.

Remember, your major does not dictate what you choose to do in the future. Try to identify a major that reflects your interests and has classes that you think you will enjoy. Employers look at the whole picture of a candidate, which includes academics, involvement and relevant experiences/skills. So, as a student, you can think outside the box and follow your interests and skills while also preparing for your future career!






Joining a club or organization could be a part of your plan! Check out B-Engaged to find organizations that might be a good fit for you and your interests.

bengaged.binghamton.edu

Activity: Exploration mind map

Select two of your interests and brainstorm different activities that can help you explore them. Examples of exploration activities can include joining clubs, taking classes, volunteering, conducting informational interviews, interning and more. See the mind maps on the previous page for examples. Being as specific as possible in your mind map will lay a solid foundation for developing your exploration action plan.

What did you like about the experience? What did you not like? Sometimes an experience that you don't enjoy can provide clarity. Finding that a job or industry isn't what you want is just as important when exploring.



FOCUS 2 INTERPRETATION REPORT

Focus 2 is an online assessment tool that helps with choosing a major, exploring occupations and understanding your interests. This self-assessment will analyze your work interests, personal interests, abilities, values and personality. A career consultant can help you understand your results and relate these five areas to the world of work.

Career planning notes

Check which area(s) need the most focus:

Self

Exploration

Planning



I do very well in:



I don't do well in:

WORK INTEREST

Identify the top 5-10 rated areas and write down the skills associated with them. If they didn't rate any areas as "very high," then focus on the areas they rated "high."

VERY HIGH

1.

2.

3.

4.

5.

HIGH

1.

2.

3.

4.

5.

MODERATE

1.

2.

3.

4.

5.

VALUES

1

2

3

Top three values:

What do these values
mean to you?

PERSONALITY

Top four letters:

List the top industries listed in the results section:

| | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

FOLLOW-UP QUESTIONS


How do you prefer to work? Why?

Independently

On a team

Both equally

How much schooling are you willing to do?

| | | | | | | |
|---|------------|------------|--|------------------------------|-----------------------------|---|
|  | | | | | | |
| High school | Associates | Bachelor's | 4+1 or other accelerated master's program | 2-3 year graduate program | 4+ year doctoral program | Continuous education and research |

What classroom experiences have you most enjoyed?

What out-of-the classroom experiences have you most enjoyed?



CAREER POSSIBILITIES

Next, combine your assessments and generate a list of best-fit occupations. Write down any careers that resonate with you and that you would like to learn more about in the table below. Then, use Candid Career and Occupational Outlook to gather more information about each role.

| JOB TITLE | CAREER CLUSTER | OUTLOOK | SALARY | EDUCATION REQUIREMENTS |
|-----------|----------------|---------|--------|------------------------|
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STOP! You're not done yet.
Schedule a follow-up appointment with a career consultant to get the most out of your Focus 2 assessment results. Career consultants are trained in Focus 2 interpretation and can help you understand how to use the information you just received.

notes

INVOLVEMENT

Getting involved in campus clubs and organizations, volunteer work, part-time jobs, research experiences, class projects, education abroad and more can help you explore career options and interests.

What are your areas of interest?

1. _____
2. _____
3. _____

Keep in mind that involvement is important but it can also be just for fun—passion and interest areas can be great to add to a resume and/or can turn into a career.

Not sure? Think about things you were involved in throughout high school or before. If you're still unsure, consider taking Focus 2 and meeting with a career consultant to discuss your results.

What are you involved in currently?

1. _____
2. _____
3. _____

Not currently involved? Write three ways that you can be more involved. B-Engaged is a great resource to explore the hundreds of organizations at Binghamton University.

Use the lists above to dive into your current and past involvement.

| INVOLVEMENT | WHAT DID I DO? | WHAT DID I LIKE? | WHAT DIDN'T I LIKE? | WHAT SKILLS DID I GAIN OR USE? |
|-------------|----------------|------------------|---------------------|--------------------------------|
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Making meaning from your involvement is important as you explore. Having an internship or other professional role is a way to gain experience, but showcasing your interests, passions and skills through involvement on and off campus is also important.

Involvement is also a great way to gain leadership experience and skills. Start in a student organization as a member and increase your involvement to an e-board or a committee member. This can increase the connections you are making and also help you build skills and make meaning from your experiences.

INVOLVEMENT GOALS

1. What do I want to accomplish in the fall semester in terms of getting involved with a residential community, club, organization or volunteering?

2. What is a resource that can help me get involved?

3. What questions do I still have about involvement?

GET INVOLVED: VOLUNTEER!

Binghamton University's **Center for Civic Engagement (CCE)** cultivates partnerships that strengthen communities and develop active and engaged citizens. The CCE can help connect you to service opportunities that may interest you! Learn more about the CCE and the opportunities below at binghamton.edu/cce



Youth Initiative:

Support local youth of all grade levels academically and socially



impactBING CORE:

Not sure where to start? Complete a semester-long placement at a community organization that matches your interests.



Community-Engaged Learning:

Take a course for credit that includes community engagement.



Community Service Opportunities

Search CCE's Service Listings database at bit.ly/cceservicelistings for additional volunteer opportunities.

ACADEMICS

Academics play a significant role in your career exploration. Some degree paths lead to specific careers and graduate programs, and other degrees can prepare you for a variety of careers. Whether you've declared your major but are unsure about your career options, are undeclared and don't know where to start with your major and career exploration, or you're considering changing your major, this section will walk you through your past and current academics and help you start to explore and make decisions about your future. Remember, your major doesn't have to equal a specific career. Your major can provide you with an academic background that you can then supplement with transferable skills and experiences.

START WITH THE PAST

Looking back at your academics last semester, last year or even from high school can be a good starting point to determine what your academic interests are.

Classes you've enjoyed in the past:

1. _____
2. _____
3. _____

What did you enjoy about these classes?

If you're declared: How did/does your past academic coursework influence your major choice?
If you're not declared: Write down majors that you've considered or that you'd like to explore.

What classes are you currently taking?

1. _____
2. _____
3. _____
4. _____
5. _____

If you're not enjoying any of your classes consider talking with an academic advisor, a professor or an alum to learn more about your course of study and/or industry of interest.

What do you like/dislike about these classes?

1. _____
2. _____
3. _____
4. _____
5. _____

It is important as you are exploring industries that you understand that not all job tasks within a certain industry mirror the coursework. If you don't like a class, don't just assume you won't like a job within a certain industry. Do your research!

PLANNING FOR NEXT SEMESTER

Evaluating which classes you've liked in the past can be beneficial when picking your classes for next semester. Reviewing the class description and talking with academic advisors, professors and friends can be a good starting point when selecting classes.

Classes can be a great way to explore other career options and industries. The classes that you take can also help you to develop both transferable and industry-specific skills.

See page 22 for more information about skills.

Not sure how to find or use your DegreeWorks? Meet with an academic advisor.

If you aren't sure what career, field or industry a class can help prepare you for, the Fleishman Center can help!

| List three classes that you're considering for next semester. | Use your DegreeWorks to determine if these classes fulfill a degree requirement or general education requirement. | What career, field or industry does this class allow you to explore and/or prepare you for? | Based on the course description, identify a skill that you could gain or further develop by taking this class. |
|---|---|---|--|
| | | | |
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Your **general education** classes can be a great way to explore career options and topics of interest. Keep an open mind and try classes of interest so you can feel more confident when it comes to declaring or changing your major. If you feel confident with your major, general education classes can provide more clarity as you seek experiential education opportunities.

| List three general education requirements that you've fulfilled or are currently fulfilling. | List the course name. | Did this course help you explore a new field or career? Was it a topic you enjoyed? | What skills did this class help you further develop or gain? |
|--|-----------------------|---|--|
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Tailor your general education classes based on interests, specializations, etc.

Using your DegreeWorks, write down three general education requirements that you need to fulfill before graduating.

Use the list of courses to identify a course that fulfills the general education requirement you listed.

Write down a career, field or industry that this course might help to prepare you for.

Based on the course description, identify a skill that you could gain or further develop by taking this class.

| | | | |
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Struggling with your coursework?

Take advantage of the resources on campus such as: academic advising, academic resources, tutoring, Public Speaking Lab, Writing Initiatives, review sessions, Student Transition and Success supplemental instruction, and more.

REAL professionals + REAL experiences = REALLY good career advice!



**Wondering what it's like to work at your dream company?
Curious about working in a specific industry?**

Candid Career provides thousands of short video interviews with real professionals about their careers. Learn about hundreds of companies, industries and careers. See industry professionals share their job descriptions, backgrounds, and advice. Discover fields you didn't even know existed and learn what it takes to get hired.

Search Candid Career by industry, job title or major to start exploring careers today!



Access Candid Career for free at careertools.binghamton.edu!

MAKING MEANING FROM COURSEWORK

Every class that you take can provide you with skills and experiences that will be beneficial for your future. Reflecting on your assignments, group projects, presentations and papers can help you explore your skills, strengths and interests. Knowing this will help you explore other careers.

| Group projects | My role in the group | Skills I gained | Careers, industries, fields, or topics related to this project |
|----------------|----------------------|-----------------|--|
| | | | |
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| Presentations | Skills I used or gained | Careers, industries or topics related to this presentation | Is this a topic, skill, etc. that you're interested in exploring more? |
|---------------|-------------------------|--|--|
| | | | |
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Connecting with faculty

The faculty members in every department are experts in their fields of study. Connecting with faculty is beneficial for exploring careers, learning about experiential education opportunities and networking.

Consider attending a faculty member's office hours or making an appointment to discuss your current progress in their class and/or your career options.

Connecting with the collegiate professors in the residential communities can be another great resource to explore careers. The Fleishman Center has career consultants in different on-campus residential communities as well.

Questions to ask a faculty member:

1. Can you explain this again? I want to make sure I understand.
2. Can you tell me about your career path?
3. I'm interested in research. Could you tell me more about the research done in your lab?

Share your gratitude and nominate your Career Champions!

Thank faculty and staff who have gone above and beyond expectations in helping prepare you for your professional and post-graduate pursuits by nominating them as Career Champions. All nominees will be recognized at a special event. Learn more at bit.ly/career_champ

SKILLS

You possess many skills, and successfully articulating them to employers in the application process will improve your competitiveness in the job market. This section will guide you through the process of identifying skills, differentiating between hard and soft skills, and understanding their importance in the workplace.

This section will also encourage you to identify the skills needed in your career field of interest and align them with skills you may or may not already possess. This comparison will help you to plan your next steps for improvement and/or self-promotion.

Keep in mind that skills can be acquired and developed in a number of ways. Think about all of your various activities and the skills you gained in each, such as school projects, clubs, part-time jobs and volunteer experiences.

There are two different types of skills that you will hear referenced throughout your exploration. **Hard skills** are often gained through education or specific training. **Soft skills** are personal habits and traits that shape how you work — on your own and with others.

Soft skills

Throughout your life, you have developed a number of soft or transferable skills through formal education, relationships, volunteering, sports activities, clubs and general life experience. Examples of soft or transferable skills include:

- Creativity
- Teamwork
- Oral and written communication
- Critical thinking
- Attention to detail
- Flexibility and adaptability
- Leadership
- Problem solving
- Initiative

Soft (or transferable) skills can be hard to quantify but are very important in the workforce because they help build human connection and demonstrate positive professional habits.

Hard skills

Hard skills are specific, teachable skills that can be measured and quantified. Examples of hard skills are:

- Foreign language fluency
- Typing
- Computer programming
- Certificates
- Lab skills
- Social media

Certificates can demonstrate your commitment and competence to a skillset.

Think also about skills that you have gained in a lab or through a class project. Begin identifying some of the hard skills you have acquired through education, certificate courses, training or other experiences.

Developing hard skills outside of the classroom

There are plenty of ways to develop hard skills outside of your coursework at Binghamton University! Many skill-building websites offer certificates and badges that you can add to your LinkedIn profile and résumé to showcase skills directly to potential employers. Consider checking out these websites, many of which offer free trials!

- **Coursera**
- **LinkedIn Learning**
- **IBM Design Thinking**
- **Codecademy**
- **edX**
- **Skillshare**
- **Duolingo**



Activity: Skills articulation

Every experience you have had, whether it be a part-time job, club, leadership position, internship, community service experience, research, class project or anything else, has provided you with skills. Use the table below to recall the experiences you have had and identify which skills you gained through them. Try to include a balance of hard and soft skills. How would you like to leverage these skills for future opportunities?

| Activity | Skill developed | How would you like to use that skill? |
|--|---------------------------------------|---|
| Events Chair for American Cancer Society | Creativity, leadership, communication | I want to work in a creative environment where I am planning an event/program with other people. I like to lead a team and create the vision. |
| Biology Lab | Microscope/ Micropipettes | Interested in working in a lab/research on campus, this gives me basic techniques to utilize in the lab |
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RESEARCH - As a research assistant, this student learned hard lab skills such as:

- Pipetting
- Centrifugation techniques
- Creating cell cultures
- Handling chemicals
- Lab calculations
- Operating an electron microscope



VOLUNTEERING - As a participant in Habitat for Humanity, this student learned a wide range of soft skills, including:

- Leadership
- Teamwork
- Organization
- Attention to detail

SKILL DEVELOPMENT PLAN

Developing a Plan

Based on the list of skills to be developed, which skills can you start enhancing now and how will you do it?

| Skills to be enhanced now | What methods/tools will help you strengthen this skill? | When would be the best time to start? | What other resources will you need to accomplish this? |
|-------------------------------------|---|---------------------------------------|--|
| | | | |
| | | | |
| | | | |
| Skills to be enhanced down the road | What methods/tools will help you strengthen this skill? | When would be the best time to start? | What other resources will you need to accomplish this? |
| | | | |
| | | | |
| | | | |

Benchmarks for career readiness

The National Association of Colleges and Employers (NACE) developed a list of eight career competencies to help college students be career-ready. These competencies were developed through rigorous research from human resource professionals and career consultants from across the country. Review the following list and assess how you have demonstrated each in your educational and professional experiences.

| CAREER COMPETENCY | EXPERIENCE |
|---|------------|
| 1. Critical thinking/problem solving Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness. | |
| 2. Oral/written communication Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters and complex technical reports clearly and effectively. | |
| 3. Teamwork/collaboration Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict. | |
| 4. Digital technology Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies. | |
| 5. Leadership Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work. | |
| 6. Professionalism/work ethic Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from mistakes. | |
| 7. Career and self-development Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities and networking to build relationships within and outside of one's organization. | |
| 8. Equity and inclusion Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism. | |

Activity: Job skills analysis

Read through the position description below and think about the skills that a candidate would need to be successful in the role.

Check out the Fleishman Center's Career Guide for information on résumés, cover letters, networking and more!

Marketing and Events Internship:

The Greater Binghamton Chamber of Commerce's (GBCC) mission is to serve as the premier resource for business development in the Greater Binghamton region. Our aim is to support the existing local business community and the attraction of new businesses to the region through member-driven programs and services, the development of strategic community partnerships and effective political advocacy.

This internship reports to the Senior VP of Membership, whom works collaboratively with staff to align the organization's strategic objectives across departments so that our events, programs, marketing, communications, programs serve the needs of our members and the organizational business objectives.

This internship will work with staff oversight on the chambers' various websites, social media tools, weekly and quarterly member communications, special adhoc communications, and event & program fliers. This internship will assist with the planning and implementation of events as well as the input and data integrity of the membership database. Applicants should be interested in event management, communications and public relations.

Responsibilities:

- Assist in planning and execution of chamber events
- Assist in maintaining Chamber's social media platforms
- Assess all communication methods of Chamber entities and recommend changes
- Assist in maintaining Chamber website
- Assist in evaluation of current member programs and events
- Support all YP Alliance programing
- Assist in the maintaining of CRM software and data integrity
- Assist in the day-to-day operations of a non-profit
- Assist in other GBCC programming as needed

Qualifications:

- Current student can receive credit
- Must have experience and interest in event planning, marketing and communications
- Excellent oral, written, and communication/presentation skills
- Strong organizational skills and attention to detail
- Event planning experience
- Experience in social media platforms
- Graphic design interest and experience a plus
- Ability to keep confidentiality
- Proficient in Microsoft Office Suite, comfort with new technologies
- Availability between 8 and 4 Monday-Friday (with some evening/weekend events) to complete 10-20 hours/week

What skills would you need for this position?

1. _____
2. _____
3. _____
4. _____
5. _____

How have you gained this skill?

1. _____
2. _____
3. _____
4. _____
5. _____

Think about your involvement as well. What clubs have you been involved with? Check out the involvement section to explore more.

Employers like to see students having a variety of experiences, including volunteer work, internships, part time jobs and coursework. When thinking about the skills you have, make sure to highlight all of these.

MAKING CONNECTIONS

Making connections is an important aspect of networking and can help when exploring different majors and industries. There are many different types of connections, including personal connections with family and friends. Others may include staff or faculty on campus and another type could be alumni or employers that you wish to learn from and connect with.

Leveraging your network to create new connections is important because it allows you to learn about something completely new or gain new insights on your interests. Making connections or networking can be a little intimidating, but this section will walk you through who is in your network already, how to develop new connections and how to best leverage your network.

Activity: 30 Contacts, 3 Minutes

Exploring your current connections

Set a timer for three minutes and write down the first three people who come to mind for each category. This list will contain just a few of the contacts currently in your network who you can leverage to meet new connections!

Relatives

1. _____
2. _____
3. _____

Friends from college

1. _____
2. _____
3. _____

Co-workers (including supervisor)

1. _____
2. _____
3. _____

Friends from high school

1. _____
2. _____
3. _____

Neighbors from hometown

1. _____
2. _____
3. _____

Membership affiliations

1. _____
2. _____
3. _____

Friends of my parents

1. _____
2. _____
3. _____

Parents of my friends

1. _____
2. _____
3. _____

Teachers/professors/advisors

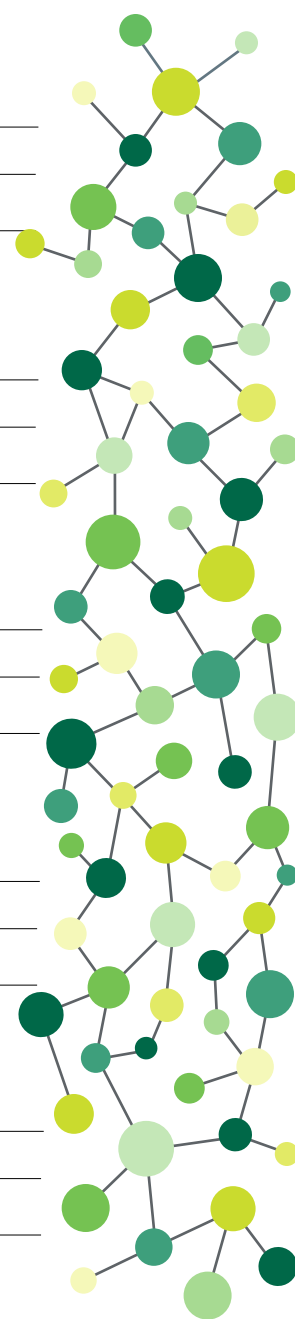
1. _____
2. _____
3. _____

Other people

1. _____
2. _____
3. _____

If one of the sections in the 30 contacts, 3 minutes activity does not fit with your network, change it to something else! Different categories could be: friends from a club, volunteering contacts, etc.

The people you list here do not have to be in the field you are considering. Your goal is to find out who THEY know from THEIR network as a way to increase your own base of relationships.



Developing new connections

Stepping outside of your comfort zone is an important part of developing your network. Sometimes it can be easy to ask a parent or friend to connect you with someone that they already know, but other times it means reaching out to someone you don't know. Making connections often requires taking a little bit of a risk and branching out to attend different events, utilizing LinkedIn more effectively or even connecting through everyday opportunities.

Building your network can happen anywhere at any time if you are open to it. You do not have to wait for a networking event to start leveraging relationships, stepping out of your comfort zone or making authentic connections with people. Think about going to class, going to the store, attending a program or heading home for break. Wherever you go, there is an opportunity to connect and grow your network!

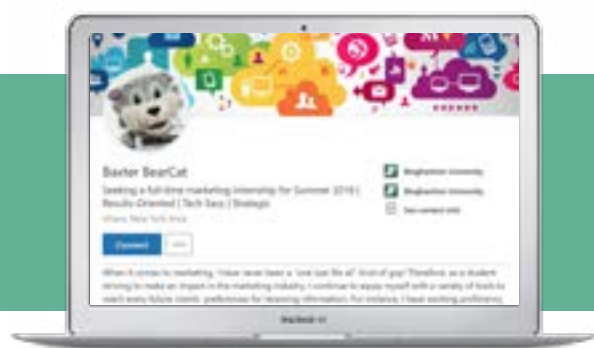
LinkedIn can be a good way to start building your network. LinkedIn is a resource to connect and cultivate professional relationships and can help you to search for Binghamton University alumni who had the same major as you, work in the industry you are interested in or can provide you with professional advice.

Check out the career guide for more information and tips for developing your LinkedIn profile.

Here are five tips to starting your LinkedIn profile and leveraging it to its fullest potential:

1. Include a photo.
2. Keep your headline short and direct.
3. Use bullet points, not paragraphs when describing your experiences.
4. Include your extracurriculars and other experiences beyond paid employment, and keep this up to date.
5. Send a personalized note to connect.

Meet with a Fleishman Center staff member for help writing an effective headline and summary.

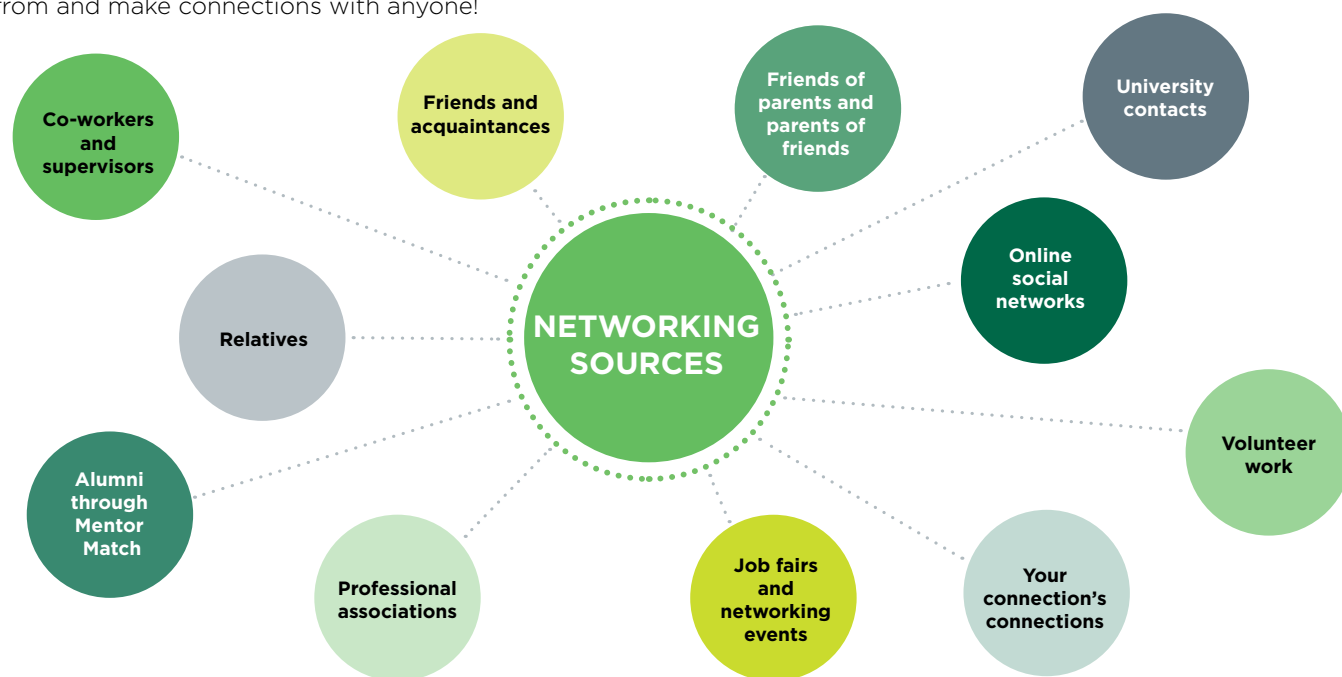


Let's explore LinkedIn!

Don't be shy about looking at different profiles and connecting. That is what LinkedIn is for!

Networking tips if you are exploring your major, interests and more!

We understand that networking can be intimidating. This can be especially true if you are feeling that you don't have a specific direction or lack experience. The great thing about networking is that you can ask the questions that you are interested in. For example, you could ask questions around how someone chose their major or decided on their particular career path. There are many places to begin building your network and to learn how to use networking as a way to explore a variety of interests. This chart below can show you all of the opportunities to network. The truth is that you can learn from and make connections with anyone!



Activity: Exploring through LinkedIn

Using the Binghamton University alumni feature, try to find alumni who share similar interests to you, graduated with your major or work in your industry of interest. Type “Binghamton University” into the search bar and navigate to the University’s page. Click the “Alumni” tab to search through the 100,000+ Binghamton alumni LinkedIn profiles!

1. Find alumni who work in the geographic location you hope to be in after graduation.
2. Find alumni who had the same major you currently have or the major you are interested in pursuing.
3. Find alumni who are working in the industry you have an interest in.

Let’s combine a few of these areas to get a better picture of different paths that may be of interest to you and alumni that you would like to add to your network.

Identify alumni in the location you are interested in at the company you would like to work for.

Maybe you are wondering what you can do with different majors. Filter by your major and see what other alumni are doing. **Name three jobs that alumni have pursued.**

1. _____
2. _____
3. _____

| Write down two to three careers that you’re considering. | What majors correspond with this career? | Identify two to three alumni and reach out to them to discuss the major. | Review required courses of the major and identify courses of interest. |
|--|--|--|--|
| | | | |
| | | | |
| | | | |



Try various combinations of the filters to get more specific information. Think outside the box! Even though someone may not have the same major or specific interests as you does not mean that you couldn’t learn something from them. Consider connecting with alumni who are from the same area as you, work at the company you are interested in or other commonalities with you.

Now that you have identified a few alumni you are interested in connecting with, reach out through the connect button and write a personal note. If you don't write a personal note, all the person will receive is a note that says "I'd like to add you to my professional network," which often leads to the person being confused as to how you have met and what you are looking for. They may question why they should add you to their network. Try one of these samples below when reaching out to someone via LinkedIn or general email.

Dear _____,

I am a Binghamton University student interested in learning more about working in media and I noticed that you are currently working at Horizon Media.

Would you be willing to speak with me more about the industry and the types of experiences you have had that made you marketable when applying for jobs?

Thank you for considering my request.

Sincerely,
Your Name

Dear _____,

I am a Binghamton University student studying math and I am interested in learning more about the types of careers that I could pursue. I see that you were a math major and I would like to connect with you to learn more about how you decided to pursue finance with your math degree.

Would you be willing to speak with me more about your path?

Thank you for considering my request.

Sincerely,
Your Name

Remember, making connections on LinkedIn is about quality, not quantity. It doesn't help to have hundreds of connections who do not know who you are.

Take advantage of everyday opportunities through informational interviewing

Networking doesn't have to take place at a networking event or a job fair; there are everyday opportunities to take advantage of that can help to build your network and explore your options. Whether it be connecting with a resident assistant on campus, attending a professor's office hours, stopping by the Fleishman Center or meeting with an academic advisor, these conversations can help you discover yourself and build connections between your involvement, academics and personal goals.

Informational interviewing is a conversation you schedule with someone you are interested in learning from to gain information that can help you. Many students conduct informational interviews when they want to know more about a career field or resources, but you may also use informational interviewing to explore majors and careers or to gain overall clarity and advice for making decisions related to your major or career. Your goals should be to gather information and establish connections.

When conducting an informational interview, here are some tips for reaching out:

1. Make an initial contact through email, by phone or utilizing LinkedIn and be sure to explain why you are contacting the person.
2. Be professional. You always want to set a good impression.
3. Request a time to meet or speak. Don't assume right now is a good time unless it is a more informal conversation occurring that can also be beneficial.



MENTOR MATCH

Mentor Match is an online platform that connects you to alumni mentors from a variety of industries and career fields. Connecting with alumni can be a beneficial part of the exploration process. We encourage you to connect with alumni, talk and ask questions to help gain clarity about career paths.

Use the reflection sheet to track and reflect on the conversations you have with alumni.

MENTOR 1

Name:

Cluster:

Main takeaways:

Questions for next time:

MENTOR 2

Name:

Cluster:

Main takeaways:

Questions for next time:

MENTOR 3

Name:

Cluster:

Main takeaways:

Questions for next time:

Knowing what career clusters alumni would connect to can help you find similarities in your interests and trends in conversations over time!

NEED A CAREER MENTOR?

Join Mentor Match and get support from Binghamton alumni working in your field of interest. It's free and open to all students.

bit.ly/bingmentormatch

MENTOR MATCH
BINGHAMTON UNIVERSITY

Attending networking events is another way to take your network to the next level. Events like the Job and Internship Fairs, CONNECT Employer Treks and Networking Night are just a few examples of ways to expand your network. Check out the Fleishman Center calendar for more events!



Preparing for your informational interview

1 Research yourself

You have to understand what your goals are or what you want to learn in order to articulate how your network can support you. Taking the time to determine your interests, strengths, weaknesses, classes, etc. can help you to feel confident answering questions about yourself and will also allow you to make associations between your network's experiences and your own. Be confident when talking to others! Building your network can start with one conversation about someone's path, their major or what their interests are that sparks connections and provides clarity for you.

2 Identify questions

Preparing questions or topics is important if you are going to be networking. When thinking about your own career exploration, questions related to their major, involvement or current career path can be helpful. Here are some questions to think about:

- How did you gain experience that made you marketable?
- What is/was your major and why did you pick that?
- What were your favorite and least favorite classes?
- What are/were you involved in?
- What was your role with student organizations on campus?
- How do I get past being nervous about networking?
- How did you choose what you wanted to do for your job?
How did you know for sure it was the right choice for you?
- Did you go to networking events?
- What did you do if you needed help academically?
- How did you develop professional skills during college?
- How did you make connections with faculty members?
- What skills do you think are important to be on an eboard?
- Did you have any internship or job experience? If so, how did you find them and what do you think made you stand out from other candidates?

These are just some examples of questions you can ask when talking with someone about your major or career exploration. Generally, people love sharing their stories or paths, so take advantage of opportunities to connect, engage and learn about the options around you.

3 Stay connected

Creating your network is important but staying connected is equally as important. Make sure to send a follow up or a thank-you note so that the person you connected with knows their time was valuable and that you appreciated the conversation. Building and maintaining your network helps to ensure you are developing mutually beneficial and authentic relationships with others. Below is a sample thank-you note that can be helpful for after your conversation.

Sample thank-you letter/email

Dear _____,

Thank you for taking the time to talk with me about your major and involvement on campus and ultimately how that led to making your decision on your career. Talking with you demonstrated to me how many options are available and how I need to take the time to get involved with my interest areas and do more research on related careers.

I look forward to staying connected, and I will keep you posted on my progress toward better understanding my interests and goals.

Sincerely,
Your Name

Check in as you make progress and, depending on who the connection is, set time aside once a semester or once a year to connect and ask how they are doing. Remember, your network connections should be mutually beneficial.

My next steps ...

Creating an action plan is an important way to put realistic steps into place so that you can leverage your knowledge and experiences to make confident career choices.

Think about three action items that you would like to do as it relates to exploring careers or better understanding your interests. Set a timeline to complete them.

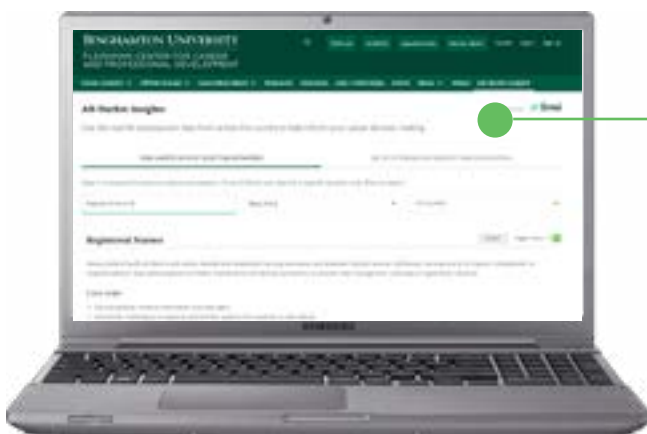
1.

2.

3.

JOIN A CAREER CLUSTER

Career clusters connect you to people, information and resources to help you explore opportunities and careers based on your interests. To receive customized information on a career cluster, sign in and update your preferences at careertools.binghamton.edu.



JOB MARKET INSIGHTS

Visit careertools.binghamton.edu to access the Job Market Insights tool, which provides real-life employment data from across the country to help inform your decision making. Discover the core tasks, employment trends, top employers, annual earnings, core competencies and more for careers that interest you.

notes

RESOURCES

In addition to the premium resources listed below, the Fleishman Center has sourced an online library with hundreds of recommended tools, guides, websites and more. Filter and browse through resources at careertools.binghamton.edu to find resources based on:

Categories

Internships, volunteering, exploring careers, considering further education, gap year, etc.

Topics

Application essays, cover letters, résumés, CV's, salary information, networking, etc.

Affinity groups

International students, LGBTQ+, students with disabilities, first generation, etc.

*Joining a **career cluster** will connect you to information, resources, events and career opportunities based on your interests! Join as many career clusters you'd like!*



FIND THE BEST RESOURCES BASED ON YOUR NEEDS



Exploring possible careers/interests



Job/internship search



International students/international searches



Job/internship application



Interview preparation



Graduate, PhD students and postdoctoral scholars

RESOURCE BEST FOR:

EASILY ACCESS THESE PREMIUM RESOURCES AT [CAREERTOOLS.BINGHAMTON.EDU](https://careertools.binghamton.edu)



Candid Career: Videos and informational interviews about careers in a variety of fields and industries



Vault: Company profiles, industry and profession overviews, career advice and internship search



Self-assessment tests: Various career assessment options to assist you with career planning and exploring career options based on your interests



Mentor Match: Connect with alumni mentors in your field of interest



Bing Career Destinations: Salary and career data for Binghamton University graduates by major



hireBING: Binghamton University's job and internship database. Use hireBING to apply to internships and jobs, participate in Fleishman Center events and more.



Interstride: Country-specific employment information, H1-B database, job and internship listings



My World Abroad: Gain international experience, international job and internship resources and postings



VMock: Online résumé/CV review platform that offers bullet-by-bullet suggestions



Big Interview: Record yourself answering interview questions and replay videos to gauge responses



Mock interviews: Practice interviewing with Fleishman Center staff



Appointments and Walk-ins: Check our online calendar for availability



MyIDP: Planning resource for graduate students in the sciences that helps you develop an individual development plan (IDP)



Imagine PHD: Career exploration and planning tool for PhD students and postdoctoral scholars in humanities and social sciences



CareerShift: Search, store and organize your job and internship searches and contacts. Organize day-to-day communication with professional contacts by scheduling reminders for follow-ups.

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AND PROFESSIONAL DEVELOPMENT

