

A TOOL FOR EXPLORING VOCATION AND CAREER PREPARATION

Career Center

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FIRST YEAR STUDENTS

- Engage in the life of Concordia College.
- Keep options open while exploring the academic world.
- Start assessing values, skills, abilities, personality, calling and knowledge.
- Develop excellent study skills for life/work as a student.
- Become involved in student activities or clubs - employers will look for evidence of involvement on your resume.
- Schedule an appointment in the Career Center to discuss career plans, create a resume, and learn about career events.
- Establish relationship with Career Center staff, faculty and academic advisor(s).
- Begin to structure long-term course plan.
- Consider an on-campus/part-time job through the Job Shop.
- For the summer between First and Sophomore Year: obtain a summer job/volunteer experience/internship where you will gain transferable skills and experience related to your field.

SOPHOMORE STUDENTS

- Explore your interests, passions, gifts, dreams, values and skills and how they relate to the work world.
- Learn about occupations and majors and make tentative choices.
- Set short-term goals to explore alternatives.
- Research different career options..
- Conduct informational interviews with professionals who work in the fields of interest.
- Become familiar with company/organizational information.
- Learn to write a resume and gain interview skills.
- Investigate opportunities for Co-op Ed/internships and other career-related experiences through campus interviewing, MonsterTrak and the Web.
- Summer: Obtain a Co-op/ internship or career-related experience in order to "check out" potential career choices.
- Be involved on campus and in the community. Employers seek employees who have obtained transferable skills and experience through campus and community involvement.

JUNIOR STUDENTS

- Develop a file of career-related projects and references (beginning a career portfolio).
- Develop transferable skills through campus involvement, part-time employment, and Cooperative Education experiences.
- Participate in on-campus interviewing.
- Develop leadership skills.
- Attend career fairs and Career Center programs offered throughout the year.
- Continue to build and enhance resume.
- Develop strong interviewing skills through participating in a mock interview.
- Reassess career goals and develop a plan B with people who know you best.
- Begin to "network" through professionals in chosen fields.
- Summer: Obtain Co-op Ed/internship or career-related experience to gain professional skills/networking opportunities.

SENIOR STUDENTS

- Plan ahead. Some say that "looking for a job is a full-time job." Make sure to start your search well in advance. A rule of thumb is to be in your job search a year in advance of graduation. Budget time in your schedule to allow for your job search.
- Research company information in the Career Resource Center, college library, and on the Web.
- Attend Career Fairs, Career Center Programs, Graduate School Day and events.
- Discuss career opportunities and plans with faculty, advisors, and counselors, professionals in the field, friends, and family.
- Select professionals as references and discuss interests, skills, personal strengths as related to the positions being sought.
- Complete file of career-related projects
- Conduct your self-directed job search, concentrating on networking and applying for positions listed on Landlt / MonsterTrak / Concordia College Job Board and many others.
- Take advantage of any opportunity to interview with employers.
- Stay organized; keep a log of your employer contacts, interview and follow-up activities.
- Research graduate/professional school information.
- Take graduate school admissions test.
- Apply to graduate school.