

# YOUR CAREER DEVELOPMENT ROADMAP

YEAR  
**1**

YEAR  
**2**

YEAR  
**3**

YEAR  
**4**

**Career development** is a journey that involves creating, developing, and refining goals over time. The sooner you begin to focus on career development, the better prepared you will be to identify and pursue the opportunities available to you.

**The Center for Career Development** will empower you with extensive career education programs, individual advising services, and comprehensive resources designed to help you assess your skills, interests, values, and experiences as you explore career-related options and develop targeted strategies for pursuing these goals.

## Critical Steps: Two things you really **must** do this year!

### 1 Activate Handshake

Log into **Handshake**, our online career management system, early in your first semester to activate your profile, select your current career interests, and familiarize yourself with how the system works and the resources it contains.

All incoming first-year students have an established Handshake account through single sign-on. Log in and populate your profile with potential career interests, academic information, etc. Visit the Resources section (under Career Services tab). Handshake will be your primary tool for connecting with CCD opportunities, programs, and events.

### 2 Create your Resume

By your second semester, transform your resume from the one submitted with your college applications to a professionally formatted document.

To ensure you are presenting a solid resume, the CCD requires advisor approval of each student's first resume submitted through Handshake. Have your resume critiqued by a career advisor for its content and formatting. Walk-in hours offered Monday through Friday provide the opportunity for immediate service. Your resume should clearly and concisely highlight your academic achievements, work experience, and activities. It's a living document that is updated as you progress through your career development.

## Get Ahead! Five additional **optional** steps for career exploration and success



### Assess & Explore

Whether to assess your interests and values or explore majors and careers, visit the CCD to get an early start on your career planning. Learn about assessments that help you understand how your interests, skills, strengths and preferences relate to careers. Discover resources to learn about the connection between majors and professions that interest you.



### Meet Your CCD Advisors

Each of our advisors focuses their work on a specific industry or student population. Use Handshake to easily schedule an appointment with the advisor who best fits your current interests and needs. Learn about opportunities, resources, and steps to take to best prepare for success in your professional development.



### Explore Fellowships & Scholarships

Meet with the CCD advisor for fellowships and scholarships to learn about undergraduate and graduate opportunities like the Fulbright U.S. Student Program, Boren Scholarship, Thomas J. Watson Fellowship, and other prestigious awards. There are critical steps to take to develop your candidacy and apply.



### Job Shadow

Gain firsthand experience in a career field or profession by applying to the Job Shadowing Externship Program. Through the program, you can visit the workplace of a host industry expert for an in-depth one-day or multi-day experiential learning opportunity. Look for information in the spring semester about this program that operates during the summer.



### Apply

Consider applying for internships, research roles, and other experiential learning programs during your first year. Professional experience is the best way to gain insight and skills in possible career paths. Complete at least one professional immersion experience before you graduate, and it's recommended that you complete two summer internships or research roles to be competitive for the most in-demand post-graduate careers.