



CAREER SERVICES

Career Development and Planning Timeline

-Why You Should Visit Career Services Early and Often!

While some Goodwin College students plan to transfer to a 4-year college after graduation, others will be prepared to enter the workforce immediately. Regardless of which path you plan to take, you **should** start preparing for your future career when you begin your studies at Goodwin College.

This timeline is a checklist of some of the career development and planning activities we recommend that you should do while attending Goodwin College. While following these steps isn't mandatory, they will help keep you focused on your career track in order to achieve your goal.

What if you are enrolling in the General Studies program and are still unsure which career you want to pursue? Then, it's that much more important to visit Career Services to discuss job outlook information for the program you might be considering or do a career assessment to confirm your career choice.

At the beginning of your program of study

- Meet with your program director or academic advisor to go over required coursework and/or course of study.
- Visit Career Services to become familiar with the resources and services available to you and make an appointment to talk to the Career Counselor about any issues you may be having.
- Create a resume. Career Services has a resume writing guide that can help. Then e-mail it to Career Services to have it critiqued. A resume critique now can help you determine if there are gaps in your experience that you'll need to fill before graduating.
- Consider a part-time job or volunteer opportunity related to your program of study. Come and talk to the Career Counselor about this early in your program.
- Go to workshops offered by Career Services: Freshman Experience (Resume), Public Speaking (Interviewing).
- Get involved on campus. A leadership role in a club or student organization will contribute to your personal development and help you build your resume. Visit me to find out about work study opportunities available on campus or to create a student club of your own.

About halfway through your program

- Practice your interviewing skills. Contact Career Services to schedule a time to do a mock interview.
- Begin seeking internship opportunities on your own, with your program director and/or with assistance from Career Services. You should start at least six to eight months prior to the semester that you register for the internship credit class.
- Attend career fairs to network with employers.
- Join and get involved in professional associations to help you network with people working in your field and possibly connect you with future career opportunities. For example, the American Nurses Association offers a student membership. Contact Career Services for more information.
- Research companies that you'd like to work for. Learn as much as you can about them. Career Services can help you with this.
- Consider building an electronic portfolio to gain a competitive edge in the job market. Career Services can help with this too.

Just before you finish your program

- Select at least three to five references. These are people who can talk to potential employers about your skills and abilities. They should be people who you've worked for, professors, clinical or internship supervisors, **not** friends or relatives.

Upon graduation:

Remember that conducting a job search requires much more than just putting your resume on a major job board such as Monster.com!

Don't assume that all you need to do is take classes and go visit Career Services once you graduate and the job of your dreams will miraculously appear! Invest in yourself. Looking for a job is a full-time job!

Networking is one of the best ways to find resources on job opportunities, your chosen career field, or company/industry information. It's also been proven to be the most effective way of landing a job!

START EARLY!

Begin visiting your Career Services office at the beginning of your academic program and **throughout** your time at Goodwin College.

CONTACT INFORMATION:

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