

CAREER SUCCESS PLAN

A FOUR-YEAR GUIDE TO BUILD A SUCCESSFUL CAREER

PURPOSE:

The purpose of creating a career plan is to encourage students to explore and gather information while moving forward academically. Gathering information enables goal setters to synthesize, gain competencies, make decisions, set goals and take action! It is a crucial phase of student development to create sound goals while aligning with resources that help prospective graduates across the finish line.

GOAL:

The goal of the career success planner is to educate students, faculty, staff, and alumni about the career development, planning, and implementation process. Please feel free to use this planner to guide yourselves or your students through a positive career development journey.

CALL TO ACTION:

Please share this Career Success Planner with students! Faculty and staff play a vital role in the promotion of Career Services to Blackburn College students. We are always eager to collaborate with faculty and staff to provide students with the essential tools of career development. Please feel free to use this planner to create an outline that helps organize your interactions with students seeking career-related guidance.



SPOTLIGHT ON A BLACKBURN GRADUATE



I chose Blackburn College because it was a small school that was far enough from home to get a dorm life experience, but close enough to enjoy some weekends at home. The Work Program was a unique experience overall but also a personal journey for me. I learned a lot about myself and what I could do/become. [Blackburn] offered me a chance to lead, make mistakes and grow without facing a career-ending consequence. [Overall, I earned] my accounting degree, which I used to get a job as an accountant at Enterprise Holdings. All the professors, mentors, and students that helped me get to graduation day, I give you my thanks.

KATIE CHASE, '20

CAREER SUCCESS PLAN

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EXPERIENTIAL LEARNING

□ SELF-AWARENESS

Think about enrolling in CA-275 Career & Life Planning to develop an awareness of how to develop a successful career success plan. CA-275 is a course that focuses on developing interpersonal and transferable skills.

□ DECLARE MAJOR

Make sure you have declared a major that aligns with your academic and professional goals. If you are unsure of a selected major, make an appointment with your Academic Advisor to discuss options.

□ FOLLOW CAREER SERVICES

Follow Career Services on social media to keep up with all of our exciting posts! Blackburn's Career Services team will help you keep up to date on what we're working on. By joining us on social media, you can be notified of upcoming job postings and career-related events. Facebook: *Blackburn CarSer*. Instagram: *blackburn_career*, Twitter: *CareerBlackburn*

□ SYMPPLICITY (ONLINE JOB POSTINGS)

Create or log-in to your Symplicity Account to gain access to job postings. Your Symplicity profile allows you to save favorite job searches and companies to be notified when new jobs are posted matching your preferences.

□ CAREER ASSESSMENT

Take a career assessment. Career assessments provide transparent and in-depth results, based on how you respond. Students' career assessment scores will allow individuals to explore occupations.

□ CREATE OR UPDATE YOUR RESUME

If you do not have a resume, create a dynamic document. Resumes are marketing tools that communicate your skills, abilities, and experiences that shows potential employers, internship supervisors, and graduate schools you are a match for a given position or program.

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DEVELOP & ENHANCE SKILLS

□ CAMPUS INVOLVEMENT

Get involved with one or more campus organizations. Becoming involved with campus organizations allows you an opportunity to provide service to the broader campus community. Students can also enhance their understanding and appreciation of diversity (*feel free to visit the Diversity Resource Center*).

□ DEVELOP SOFT SKILLS

Soft skills are essential "people skills" — they're the skills that allow us to effectively interact with others, like communication, attitude, and work ethic. Participating in on-campus activities not only teaches you these skills but also helps you broaden and improve current competencies.

□ PROFESSIONAL DOCUMENTS (CRITIQUE)

Once you have drafted a professional document, please seek guidance to ensure all typos have been corrected. Make contact with Career Services to set up an appointment for review (career.services@blackburn.edu). Feel free to reach out to faculty and staff members to gain access to several opinions.

□ CONSIDER A STUDENT LEADERSHIP ROLE

Get involved with Student Senate! Student Senate is the body of elected student representatives that are the governing student body on campus. They are responsible for actively representing the needs, concerns, and ideas of the students for when they serve.

□ MOCK INTERVIEW

An interview is a chance for you to explain why you are qualified and also for you to assess if the organization is a fit for you. To be at your best, "Acing" an interview takes preparation.

□ EMPLOYER RESEARCH

Research employers who hire in your major. Learn what they seek and where the jobs are located. If there is an employer you are interested in seeking employment with, contact a college recruiter to learn more about opportunities.

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INTERACT AS A STUDENT LEADER

□ ONLINE PRESENCE

Begin to think of your professional online presence (e.g., LinkedIn, Twitter, Facebook) as your personal brand. You can utilize social media to share your goals and accomplishments.

□ DEVELOP SOCIAL MEDIA ACCOUNTS

Remember to portray yourself in the best possible light. Social media is a crucial part of your professional image and it is important to understand how to use it to your benefit. It is important to tidy up your online profiles, and leverage social media to brand yourself.

□ LINKEDIN

Create a LinkedIn account and upload a professional headshot photo. LinkedIn assists job seekers with finding their ideal career.

□ HEADSHOT PHOTO

Be sure to take a professional photo to add to social media profiles. Headshot photos can be obtained by attending headshot events that are hosted by Career Services & Marketing Relations, or by requesting services.

□ STUDENT LEADERSHIP DEVELOPMENT

Prepare for graduation by developing a professional portfolio. Enroll in the CA- 401 Career Entry Seminar. Each student will develop a resume and career portfolio tailored to his/her individual career goal and will have the tools to conduct an effective job search.

□ RESEARCH INTERNSHIPS

An internship is a professional learning experience that offers meaningful practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills.

□ ELEVATOR PITCH

The name "elevator pitch" reflects the idea that it should be possible to deliver the summary in the time span of an elevator ride, or approximately 30 to 60 seconds. Have you practiced your elevator pitch?

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SUCCEED AS A LEADER

□ NETWORKING

Continue developing your network by contacting potential mentors or references. Keep records of all employers you contact, including date, method, and result of contact.

□ LETTER RECOMMENDATION

A letter of recommendation is a letter written by someone who can offer a description of your capabilities (e.g., professors, advisors, supervisors, or influential friends).

□ REFERENCE LIST

References are typically submitted to employers as a list of 2-3 people with whom you have had professional and/or academic relationships who can attest to your skills, experiences, and work ethic.

□ ACCESS JOB LISTINGS

Finding that first job after completing your degree takes a lot of time and commitment. The students who are most successful employ a consistent, but a flexible, strategy that involves taking the right actions at the right time.

□ INTERVIEW PREPARATION

Know the position description in detail and be prepared to speak to your experiences that relate to the job responsibilities. You can also go to the company website and look into what current and past employees have to say.

□ PERSONAL STATEMENT

The personal statement is an essay that accompanies your application to graduate school. It functions as a type of interview by proxy—you explain who you are, why you want to enter the program, and what your plan is after you get your degree.

□ GO SHOPPING!

As a graduation present to yourself, purchase a power suit. Select an outfit that makes you feel professional. Also, grab a professional portfolio.

□ GRADUATE

After graduation identify and explore a variety of careers that use your advanced skills. Build relationships with alumni, employers, and campus resources. Participate in the First Destination Survey in which you will be able to update Blackburn on your employment status.