Individualized Career Plan Checklist

Year 1: Step Up
- Make the CCPD your “go to” place for all your career needs.
- Focus strongly on academics, including going to class, participating in class discussions, completing all assignments, and studying for tests and exams.
- Create your own Individualized Career Plan.
- Begin to think about your “self-brand” including your LinkedIn profile.
- Create or revise your resume.
- Consider taking career assessments to learn more about yourself.
- Log into your Careers 247 account through Handshake.
- Visit Candid Career to learn more about different careers.

Year 2: Get Ready!
- Make the CCPD your “go to” place for all your career needs.
- Speak to a CCPD career specialist to get “Internship Ready”.
- Continue to build your brand and Career Ready Experience.
- Research three potential internship opportunities using Handshake and other internship search platforms.
- Conduct informational interviews and/or shadowing with some company recruiters.
- Find a mentor in your field.
- Attend career events on campus or online.
- Boost your leadership profile by joining professional, community based, or campus-wide clubs or organizations.
- Update your resume, LinkedIn profile and other social media platforms.
- Start to apply for internships.
- Use Candid Career to get help with behavioral interviewing.
- Contact faculty about discipline specific research opportunities on campus.
- Consider Study Abroad.

Year 3: Get Set!
- Make the CCPD your “go to” place for all your career needs.
- Begin applying for internships.
- “Build” your resume through Forage Virtual Work Experience or Skillful.ly programs.
- Work on developing a cover letter based on your personal brand.
- Practice your interviewing skills wherever and whenever you can.
- Attend ALL career and internship fairs and networking events.
- Step up your networking through LinkedIn and connect with recruiters and alumni.
- Hold office in professional, community based, or campus-wide clubs and organizations.
- Apply for Study Abroad.
- Research Graduate School or other post graduate training.

**Year 4: Go!**

- Make the CCPD your “go to” place for all your career needs.
- Launch your job search.
- Boost your “hirability” by completing additional internships, [Forage Virtual Work Experience](https://www.forage.com), and [Skillful.ly](https://www.skillful.ly) programs.
- Use [Handshake](https://handshake.com) and other job search platforms to identify employment opportunities.
- Attend ALL in person and virtual job fairs and networking events.
- Make sure you continue to build on your self-brand!
- Rely heavily on using your LinkedIn profile as your “go to” recruitment tool!
- Get interviewing coaching at the CCPD including before and after the interview.
- Use [Candid Career](https://www.candidcareer.com) to build interviewing skills.
- Visit the CCPD for job coaching and go on as many interviews as possible.
- Research Graduate School or other post graduate training.