

## Career Development Plan

A Career Development Plan is a road map to help you define the steps necessary to achieve your goals. This flexible process can be updated throughout your college years (and the years beyond). Use this time to reflect on your experience and interests, as well as explore opportunities.

- *Why did you choose your program of study?*
- *What experiences have led you here? What did you like about these experiences? What didn't you like?*
- *In what areas did you excel? Where did you find room for improvement?*
- *What kind of work environment do you prefer?*
- *What is important to you in your work?*

### **Ask yourself 3 questions as you develop your plan.**

Get to know yourself and define your goals--at this moment. There are no right or wrong answers.

#### **1. Where do I want to go and why?**

What is your professional goal statement? Be as specific as possible. Consider job titles, organizations and career paths of interest. (This is not binding in any way!)

## **2. What do I already have that will get me there?**

Inventory your skills and strengths relative to your career goals. Consider the required skills and qualifications for your job titles, organizations and career paths of interest. What do you already possess?

- *Academic achievement: knowledge learned and developed through coursework*
  
- *Work experience: acquired industry experience*
  
- *Career development: skills and networks to be successful in your professional growth*

## **3. What actions do I need to take to get there?**

What are the skill areas you will work to acquire, develop, or demonstrate? Consider the required skills and qualifications for your job titles, organizations and career paths of interest. How will you meet these expectations?

- *Academic goals: knowledge you will learn, develop, or apply based on the courses you take*
  
- *Experiential learning goals: experiences you want to have*
  
- *Career goals: developing professional skills, networks, and personal brand to be successful in your professional growth and career advancement*

Reach out to a Career Coach for guidance and advice as you move forward and adjust your plan accordingly. Upload your Plan to Handshake for safe keeping, and re-consider it often to make adjustments as you go along.

**Build your goals into action steps using the SMART (+GROW) goal-setting framework.**

S – Specific   M – Measurable   A – Attainable   R – Relevant   T – Time-bound

G – Goal   R – Reality   O – Options/Obstacles   W – Way forward

What are the action steps you will take to achieve your goals?

<p><b>Academic Coursework</b> What courses will you take? How will you gain exposure through your academic pursuits or focus?</p>	This semester:
	This year:
	And beyond:
<p><b>Experiential Learning</b> What will you do to prepare for, or participate in, experiential learning? How can you test your interests? Where will you gain the necessary work experience to be prepared?</p>	This semester:
	This year:
	And beyond:
<p><b>Career Focused</b> What pieces of your personal branding toolkit will you build?</p>	This semester:
	This year:
	And beyond:
<p><b>Other</b></p>	This semester:
	This year:
	And beyond:

# Four-Year Action Plan

## First and Sophomore Years

During your first two years at Colorado College it can be helpful to learn about yourself, your interests, and discover the resources available on campus to help plan for your future possibilities.

- Join campus organizations and seek a variety of volunteer and leadership opportunities.
- Participate in campus-wide programming related to your interests.
- Explore areas of interest by doing self-assessments.
- Choose classes (and eventually a major) that allow you to explore possibilities, gain skills, and target interests.
- Prepare your resume and have it reviewed by the Career Center.
- Explore opportunities. Research, apply, and obtain experience.
- Begin talking to professors, alumni, family and friends who do work that interests you.
- Earn good grades. Academic success leads to greater opportunity.
- Establish a strong work ethic and team attitude in the classroom, during activities, and while at work.

***What additional steps do you want to take regarding your specific interests and plans?***

## Junior Year

During your junior year you begin to focus your options, talk with alumni who are experienced in your field of interest, and gain additional experience. It is important to participate in an internship or other career related practical experience the summer before your senior year.

- Become a leader in a student organization or increase your involvement with campus activities.
- Participate in all Career Center programs and campus-wide events that spark your interests.
- Network directly with employers, alumni, and mentors to set yourself up for referrals.
- Be aware of hiring timelines to avoid missing opportunities of interest.
- Investigate if certain experiences are only offered at certain times.
- Research what employers and grad schools are looking for from your transcript and resume.
- If graduate school is in your future, discuss and explore options with faculty and Career Center staff, and begin preparing for the application process and studying for the appropriate exams.
- Research and apply for practical and relevant summer experiences as well as competitive post-graduate fellowships.

***What additional steps do you want to take regarding your specific interests and plans?***

## Senior Year

Your senior year is the time to solidify plans for the first steps of your life beyond CC. Start your job search or complete the graduate school application process very early in the year.

- Re-clarify your values, interests, skills and goals using self-assessments.
- Continue participation in all campus programs as relevant to your interests and search.
- Research and target specific positions and organizations.
- Continue networking with new and former contacts.
- If planning to attend graduate school immediately after CC, narrow program choices, take appropriate exams by early fall, and finalize application materials well in advance of deadlines.
- Apply for jobs and fellowships being aware of appropriate timelines and early deadlines.
- Participate in all on-campus recruiting events and the Selective Liberal Arts Consortium virtual and off campus interviewing days.
- Participate in Career Center events and networking opportunities.

***What additional steps do you need to take regarding your specific interests and plans?***