



CAREER DEVELOPMENT SERVICES

C H A N N E L
I S L A N D S

Career Compass Guide

Freshman Year Career Compass:

- Attend drop-in career counseling and meet the Career Development Services (CDS) team.
- Attend a resume clinic to review the Resume Handbook and sample resumes.
- Get an orientation to the Career Development Services website with a career resource assistant.
- Explore extracurricular opportunities on-campus to gain skills and experience.
- Take an online career assessment offered through CDS to identify your skills, values and interests and discover which careers are aligned with your unique talents.
- Review the [What can I do with My CI Major](#) document located on the CDS website.
- Ask yourself what you like most about your academic courses and which extracurricular activities interest you most. Discuss these thoughts with a career counselor or career resource assistant during drop-in career counseling.
- Attend a workshop offered through Career Development Services.
- Attend an event offered through Career Development Services.

Remember to...

- ✓ Read emails from CDS announcing important upcoming events and career-related information.
- ✓ Complete/update your profile on *Dolphin CareerLink*, our online job/internship database system.

Sophomore Year Career Compass:

- Review the *Freshman Year Career Compass*. If you missed any of the items on the list start there and work your way down.
- Continue exploring your academic interests through a variety of courses. Speak to an academic advisor to explore course selection as this process can assist you in choosing a major that is right for you.
- Attend drop-in career counseling to discuss your career interests and career research resources.

- Browse the CDS website to find information on career research databases and conduct searches using multiple databases.
- Attend an Alumni Networking Guest Panel to meet alumni and learn about a wide range of career fields as well as interesting and diverse career paths. This is an exceptional networking opportunity for you to meet potential mentors and contacts for internships.
- Continue to look for ways on an off campus to get involved through volunteer work and extracurricular activities. Being involved will help you gain skills that future employers or graduate admissions committees find valuable when considering applicants. It will also help build your employer network.
- Attend a workshop offered through the Career Development Center.
- Attend the Annual Graduate & Professional School Fair in the fall to meet admissions representatives from various graduate programs, if interested in exploring graduate school.
- Attend the Annual Career & Internship Fair in the spring to learn more about employers and their opportunities.

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Junior Year Career Compass:

- Review the entire list of steps in freshman and sophomore years. If you missed any of the items on either list start there and work your way down.*
- Get assistance building a resume or have your existing resume critiqued by a career resource assistant during a resume clinic, drop-in career counseling, or drop-in office hours.
- Attend the Annual Graduate & Professional School Fair in the fall to meet admissions representatives from various graduate programs, if interested in exploring graduate school.
- Review the graduate and professional school information on the CDS website, if you are interested in exploring graduate school.
- Attend the Annual Career & Internship Fair in the spring to meet prospective employers and build contacts for future internship and job opportunities.
- Conduct an informational interview with a CI alumnus or professional in your field of interest.
- Attend a local networking event to build your contacts in the field to assist in your internship and full-time job search. Attend drop-in career counseling for information about local networking opportunities.
- Attend drop-in career counseling to discuss how to gain valuable hands-on experience in your field through participating in internships, service-learning, volunteer opportunities, professional networking, and mentorship opportunities.

- Join a local, state or national professional organization in your field of interest.
- Schedule an appointment to meet with a career counselor to discuss career goals and design a career plan aligned with your goals.
- Participate in a mock interview hosted by the Career Development Center to practice your interview skills.
- Meet with a faculty member to discuss your career interests and pathway. Request their recommendation for a professional organization to assist in your networking and career preparation.

Remember to...

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Senior Year Career Compass:

- Review the entire list of steps to take during your freshman, sophomore, and junior years. If you missed any items on any of the lists start there and work your way down.*
- Polish your resume, cover letter and professional reference sheet by meeting with a career resource assistant during a resume clinic, drop-in career counseling or drop-in office hours.
- Attend the Annual Career & Internship Fair in the spring to meet prospective employers and build contacts for future employment opportunities.
- Conduct an informational interview with a professional in your field of interest.
- Conduct an informational interview with a CI alumnus who is in your field of interest.
- Participate in a mock interview hosted by the Career Development Center to practice your interview skills.
- Attend a workshop offered through the Career Development Center.
- Attend drop-in career counseling to discuss how to apply proactive job search strategies to prepare for the current market.
- Review the graduate and professional school information on the Career Development Services website, if interested in exploring graduate school.
- Attend drop-in career counseling to discuss how to gain valuable hands-on experience in your field through participating in internships, service-learning, volunteer opportunities, professional networking, and mentorship experiences.
- Meet with a faculty member to discuss your career interests and pathway. Request their recommendation for a professional organization to assist in your networking and career preparation.
- Join a professional organization in your field of interest.

Remember to...

- ✓ Read emails from CDS announcing important upcoming events and career-related information.
- ✓ Complete/update your profile on *Dolphin CareerLink*, our online job/internship database system.