

Four-Year Career Development Plan

First-Years

- Visit the Career Development Office (CDO) to learn about our services
- Start your resume; the CDO can help!
- Assess your interests, abilities, personality, and values — visit Focus2 on the CDO website
- Identify possible majors and career fields
- Meet individually with a career counselor to learn how to find out more about careers, make decisions, and set goals, as well as explore careers
- Utilize the CDO lending library to aid in your career research
- Take a variety of classes in areas that interest you to explore possible majors
- Identify and join student organizations or volunteer activities that will provide leadership opportunities and enable you to explore interests and build skills
- Obtain relevant work experiences through internships, volunteering, part-time jobs, and summer jobs
- Develop good time management, goal-setting, and study habits; establish a strong G.P.A.
- Attend the GRINNELLINK Reception each semester to meet alumni in various fields
- Consider exploring the Pre-Professional Development Program

Second-Years

- Continue first-year activities
- Develop relationships with contacts in your field of study
- Attend CDO workshops to learn more about resume writing, interviewing, and internships
- Conduct research and solicit information from professionals and upper-class students to finalize decision on your major
- Meet individually with a career counselor to develop short- and long-term goals; learn where recent graduates are working
- Continue to utilize the CDO lending library to aid in your career research
- Develop and enhance your skills through student organizations, volunteer opportunities, part-time employment, and summer internship opportunities offered through the CDO
- Take advantage of the Pre-Professional Development Program during your college breaks
- Build skills in areas of importance to employers, including oral and written communication, teamwork, leadership, problem-solving, and computer skills
- Update and revise your resume
- Explore study abroad opportunities
- Look into the Grinnell-in-London and Grinnell-in-Washington, D.C., programs
- Maintain a strong G.P.A.

Third-Years

- Continue second-year activities
- Investigate scholarships and fellowships
- Seek out and apply for career-related opportunities
- Utilize alumni online directory and CDO resources to thoroughly research the employers you are considering
- Obtain information on graduate programs and admission requirements; prepare for and take required exams for graduate school
- Continue building your network of faculty and professional contacts
- Hold a leadership position in a campus organization and serve on committees
- Polish your resume, application letter, and interview skills
- Explore community service activities and leadership
- Study abroad, if that is part of your four-year academic plan
- Begin to investigate graduate and professional school options
- Prepare and register for applicable graduate and professional school admission tests

Seniors

- Continue third-year activities
- Attend job search workshops
- Evaluate interests and values to determine post-graduate plans
- Buy an interview suit and leather padfolio
- Apply for jobs through the Selective Liberal Arts Consortium (SLAC) and the Iowa College Recruiting Network (ICoRN)
- Participate in on-campus recruiting
- Meet individually with a career counselor to help you identify skills you have to offer employers; plan for your job search
- Investigate and apply for fellowships and scholarships
- Have your resume and application letter critiqued
- Participate in mock interviews through the CDO
- Write letters of inquiry to alumni and prospective employers, send follow-up letters, and make phone calls
- Use college breaks to conduct prospective company visits
- Invest a little time each day in your job search; a productive job search may take as much time as a 3-credit hour course
- Set up a credential file with Interfolio.com

What Can the Career Development Office Do for You?

Advising — Our career staff can assist you with self-assessment and career exploration, in addition to enhancing job and/or graduate school search techniques. Career counseling can help students define skills, values, and interests, while developing a plan for the future.

Internships — Internships help students gain the practical knowledge and skills that will be marketable upon graduation. Students plan their own internships, shaping them to fit their interests, skills, and academic background.

On-Campus Recruiting — Representatives of organizations, companies, and graduate schools visit the CDO each year to conduct preliminary interviews with prospective candidates and hold information sessions.

Pre-Professional Development Program — This program is a way for you to explore career interests with alumni during college breaks.

Workshop Series — Workshops are presented on resume writing, accessing alumni online, interview techniques, senior interviewing events, graduate school planning, investment banking and consulting, professional etiquette, and job search strategies, to name a few. Visit www.grinnell.edu/offices/cdo for workshop schedule and descriptions.

CDO Library and Printed Publications — The CDO Library includes titles on resume writing, interviewing, job searching, internships, and various careers, all available for check out.

Credential Files — The CDO will help you start a credential file through Interfolio, an online credential management provider.

Mock Interviews — Videotaped practice interviews are available for those entering the job market, seeking internships, and/or applying to graduate school.

Focus2 — A comprehensive career-planning program that provides guidance and information to help students make important career and educational decisions. Research-based assessments of career-relevant interests, abilities, and job values help students consider career options that are a good match for them.

GRINNELL COLLEGE



Career Development Office

Your Connection to Success



1127 Park Street
Grinnell, IA 50112-1690

Phone: 641-269-4940

Fax: 641-269-4508

Web: www.grinnell.edu/offices/cdo

E-mail: career@grinnell.edu

A Division of Student Affairs