Annual “To-Do” To-Do List

- Pick up your copy of The Career and Professional Development Guide in DCC 209; review & practice strategies to strengthen your job search efforts this year.
- Check your email weekly for The Center’s e-newsletter to find out about The Center’s programs, events, professional development tips, job leads and more!
- On-Campus Recruiting: Participate in on-campus interviews for summer jobs, internships and co-op assignments. The Center’s Interview Center is located in DCC 345. Interviews take place in the fall & spring semesters.
- Need help with your job search or evaluating your career options? Use The Center’s Online Appointment Scheduler to schedule a meeting with a Career Counselor (this link can be found on The Center’s website).
- Review the online Resume Writing PowerPoint to strengthen your knowledge of how to write an effective resume.
- When updating your resume at the beginning of each semester, remember to include your academic leadership and professional development experience. NOTE: Please do not post a resume in JobLink that has not been critiqued by a Career Counselor.
- Attend Employer Information Sessions & Events; expand your network & connect with hiring managers.
- Have your resume professionally critiqued by an employer representative during RESUMANIA! or by a Career Counselor during The Center’s Walk-in Hours.
- Upload a critiqued copy of your resume into JobLink and give The Center permission to add it to our online Resume Books.
- Read the online Cover Letter WebShop for tips on writing successful cover letters.
- Activate your JobLink account each fall to gain access to summer, co-op and full-time job postings; begin your summer job search in the fall semester.
- Use The Center website to broaden your research and investigative skills, especially as they relate to your career and professional development.
- Check out The Center’s Career Navigator Handouts for tips on a variety of career-related topics (found online and in The Center).

For details on our Programs and Events, please pick up The Center’s Calendar of Events in DCC 209 or visit our website at:

http://www.rpi.edu/dept/cdc/
Welcome!
The junior year is a critical year. Future employers and graduate & professional schools will look closely at the choices you make this year especially. Student activities, programming and career counseling underscore the importance of getting involved, developing or enhancing leadership skills, gaining career-related experience and maintaining a strong academic profile. One of The Center’s goals is to help you understand how to promote and articulate a wide range of experiences in and out of the classroom to potential employers or during graduate/professional school interviews.

Three additional career and professional development competencies will be introduced this year and they include: Working in Diverse Environments, Critical Thinking and Navigating Across Boundaries. We encourage you to continue to build on the six competencies highlighted in your Freshman & Sophomore Years including: Time Management & Prioritizing, in Diverse Environments, Critical Thinking and Navigating Across Boundaries.

Working in Diverse Environments
• Get to know others in classes, clubs & organizations to explore your own uniqueness and expand your own capacity to value diversity in others
• Attend the annual Activities Fair sponsored by the RU to expose yourself to the many different clubs & activities on campus; get involved in at least one new activity this year
• Expand your cultural awareness by attending or participating in one new event or activity
• Analyze and learn from your own life experiences and the experiences of others
• Attend a Student Government Meeting to learn about campus initiatives and listen to different points of view; consider getting involved
• Select opportunities on and off campus to stretch yourself intellectually, personally and culturally
• Consider Study Abroad to build on your cultural and language development; use trips abroad to learn about jobs and careers in other countries
• Pursue activities that enable you to learn about other cultures & individuals to help challenge your own biases and attitudes
• Go beyond toleration of differences to full appreciation of others in your classes, clubs and in work settings; be able to share personal experiences which demonstrate your own understanding of the value of diversity @ work

Critical Thinking
• Talk to others - Begin to link academic interests with career options, choices and opportunities
• Use The Center’s Walk-in Hours to ask questions about career programs and services offered through The Center or in partnership with us.
• Consider all points of view when working with others to solve problems
• Accept consequences for your actions - when you make mistakes & take time to learn from these experiences
• Schedule an appointment to meet with a Career Counselor to gather information about choices & options for gaining experience during college
• Consider market trends and the economy when evaluating career-related information & choices
• Evaluate the pros and cons of taking on a double or dual major, minor or concentration
• Schedule an appointment to meet with a Career Counselor to discuss future plans and evaluate post-graduation options
• Evaluate occupational choices and begin to make decisions based on research, interests & education
• Be able to articulate and all viable strategies for conducting a job search
• Evaluate your readiness to pursue an advanced degree including consider financial, emotional and physical health
• Use the Salary Survey resource found on The Center’s website to obtain salary information for your major

Junior Year Theme: Gain Experience!
Navigating Across Boundaries
• Make an effort to get to know neighbors in the Residence Hall or in off-campus housing throughout the building
• If you work at a part-time or work study job on campus, ask to learn about the entire organization, not just the area you work in
• To share information more clearly with others, learn to use the STAR (Situation/Task, Action, Results) approach
• Make it a point to develop excellent listening skills to hear and understand others more clearly, especially when working on teams
• Consider coordinating an event bringing together students from different clubs or groups
• At work in a co-op or other job, ask to learn about other aspects of the organization to learn how larger teams work together
• Learn a new language before studying or working abroad to more fully appreciate and immerse yourself in the experience
• Attend presentations offered within your school or through other parts of the university to learn from working professionals, speakers and visiting faculty
• Prepare examples from your background when you demonstrated excellent listening skills and the impact it had on others; Be prepared to discuss examples of when poor communication skills may have led to conflicts or disagreements
• Demonstrate through examples, experiences when you worked with individuals from different teams to accomplish a common task or project

Top Career & Professional Development Achievements for Juniors
• Obtain at least one key experience in your field of interest this year (co-op, research, part-time job, project or consulting work, etc)
• Schedule one Mock Interview with a Career Counselor in The Center
• Learn to tailor your Resume and Cover Letters for specific jobs
• Continue to build on your own professional network and make at least one additional contact this year through Informational Interviewing
• Read job descriptions to learn how to align your skills with the needs of a prospective employer
• Identify at least one professional association in your field and get involved this year
• Learn about the Graduate and Professional School Admission Process this year
• Research graduate and professional schools’ entrance exams, fees and schedules
• Be able to describe your experiences with others in any type of interview situation
• Choose electives wisely—consider enhancing your qualifications and your communication skills
• Get to know faculty and request letters of reference for employment or graduate/professional school
• Continue to build your professional wardrobe this year
• Create an online profile on a professional social networking site to increase your visibility (ie LinkedIn)
• Be able to articulate a minimum of three job opportunities for your major or field of interest