Annual “To-Do” List

- Pick up your copy of The Career and Professional Development Guide in DCC 209; review for strategies to strengthen your job search efforts this year.
- Check your email weekly for the The Center’s e-newsletter to find out about The Center’s programs, events, professional development tips, job leads and more!
- 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 is found on The Center’s website).
- Review the online Resume Writing WebShop and update your resume at the beginning of the fall semester; include academic, leadership and professional development experience when updating your resume.
- 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’s permission to add it to our online Resume Books.
- Review 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’s 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.

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!
No longer the “new kid on the block,” this year will be filled with exciting opportunities and important decisions. Activities during your second year are focused on helping you learn to explore careers and research future options. All sophomores are invited to participate in the The Center’s award-winning, year-long series of programs entitled, The Sophomore Career Experience or SCE. In collaboration with our employer partners, you will be challenged to develop key professional development skills through a range of programs and activities.

Three additional career and professional development competencies will be introduced this year and they include: Problem Solving, Teamwork and Personal Integrity & Ethics. We encourage you to continue to build on the three competencies highlighted in your Freshman Year: Time Management & Prioritizing, Effective Communication Skills and Key Professional Skills.

Developing these competencies during your undergraduate career will provide a foundation for future learning and personal success – in the classroom, at work and in life beyond college!

Use this plan throughout the year to help you seek out activities, programs and events which will foster these three additional competencies. Suggested Sophomore Year Achievements have also been included to help keep you on track and help you to measure your own personal accomplishments.

### Problem Solving
- Approach new experiences with a positive attitude and “can-do” spirit
- Attend The Center’s programs and events to help expand your career awareness and facilitate major-selection
- Prepare to declare your major - gather and analyze relevant information to make an informed decision
- View the online Orientation to the Co-op Program Powerpoint presentation; consider going on Co-op to gain relevant work experience before you graduate
- Consider a variety of experiences to augment classroom learning including: internships, co-op, summer jobs, research, volunteer, study abroad, project work, consulting or entrepreneurial pursuits
- Seek out and build new study skills to enhance your understanding of complex material & how it may relate to your career interests
- Meet with a Career Counselor to learn how to research employers & read job descriptions
- Seek help to analyze your skills and determine where you need to broaden your technical and non-technical competencies
- Learn what it means to uncover “The Hidden Job Market”; begin to use sources such as Hoovers.com to research employers
- Consider an Independent Study project to explore an area more in depth or to prepare for advanced education or research
- Identify Job Leads: Actively and regularly search JobLink for summer and co-op job postings and OCR interview opportunities beginning in the fall semester of each year

### Teamwork
- Cultivate a positive attitude about working on teams - get help if needed
- Join a club or organization to learn to focus on developing common goals & a group vision; embrace differences
- If you have experience leading teams from high school, consider areas you would like to strengthen or expand on; seek out appropriate challenges during this year
- Be able to articulate how skills learned in one environment can transfer to other settings
- Identify your strengths and areas you need to improve - meet with a Career Counselor to discuss

### Personal Integrity & Ethics
- Make sure your word is your honor - in and out of the classroom
- Never misrepresent yourself on your resume or on a job application; make sure all information can be verified
- Develop a reputation as a strong team player with sound personal ethics
- Practice excellent work-related habits including: taking initiative, being on time, wearing appropriate attire to work & enhancing your communication skills
- Begin to develop a professional wardrobe for all types of interviews; consider how your attire may impact first impressions
- Once you accept a job offer - discontinue all interviewing and job search activities
- Google yourself to evaluate your online presence - employers, faculty and admissions officers may be doing this too

---

**Top 10 Career & Professional Development Achievements for Sophomores**

- Participate in all CCPD sponsored SCE Events this year; begin networking with employers
- Complete or update your FOCUS-2 online inventory to document your accomplishments - review your career interests, and explore employment possibilities within your major. FOCUS-2 will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results.
- Have your resume critiqued and pick up your SCE Padfolio as a free gift
- Post at least one copy of your critiqued resume online through JobLink and give the The Center permission to add your resume to our online Resume Books
- Meet with your academic advisor early in your sophomore year to discuss how to integrate a Co-op or Study Abroad experience into your program of study
- Attend an Experience Matters! Workshop to learn about the broad range of opportunities available and plan to obtain relevant experience
- Practice writing cover letters and have one critiqued professionally in the The Center
- Use JobLink to search for summer internships and/or co-op opportunities
- Complete one Mock Interview with a Career Counselor to gain insight and experience preparing for interviews
- Schedule an Informational Interview with at least one professional