

Career Development: Career Action Plan for Community College Students



Career Services Center
(602) 243-8154

www.southmountaincc.edu/Services/Careers

It's never too early to start thinking about, and planning for, your career! Use this checklist as a guideline for planning your career path as a Community College student. You may change your mind about careers half-way through college, and that's okay, but having a foundation and goals about your possible career will help you to get the most out of your college experience and eventually land your dream job!

First Year

- Come to the Career Services Center and take DISCOVER, a career assessment tool that will help you learn what careers match your interests, abilities, and values.
- Talk to faculty in career fields that interest you.
- Get involved! Joining school clubs, volunteering in the community, and attending school events are great ways to learn more about yourself and careers, and it's a great way to show future employers that you are motivated and well-rounded.
- Attend the annual Career Expo on campus in the spring to see what types of organizations are hiring and the types of positions offered.
- Check out the Career Services Center website at www.southmountaincc.edu/services/careers and click on some of our 250+ links to learn about yourself, explore possible careers, and look for jobs.
- Consider pursuing a summer internship or volunteer activities. The Career Services Center can help you with this.

Second Year

- Identify careers that you would like to pursue, and conduct informational interviews with people currently in those careers.
- Take on leadership roles in student clubs, student government, or other organizations.
- Participate in Career Services workshops.
- If you haven't done so already, write your resume, and make an appointment with a career services advisor to have your resume critiqued.
- Practice interviewing skills.
- Attend the Spring Career Expo on campus to explore careers and look for employment.
- Apply for jobs, internships or for transfer to a 4-year university. The Career Services Center provides job search, internship and transfer resources.