



The following exercise is designed to help you assess where you are in formulating thoughts about your future, and to make you aware of ways in which the staff and resources of the Career Services Office can assist you in the various stages of career planning. Be sure to read other handouts available in Career Services for more specific information on these topics.

STAGE 1: SELF-ASSESSMENT

I have systematically assessed my own interests, skills, and values and how they relate to career possibilities.

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful:

1. Take some time to use FOCUS, a web-based computerized career guidance system, which includes several self-assessment exercises. FOCUS is linked to the welcome page of *eRecruiting* along with password information. Do What You Are, another online career guidance software is available through Self-Assessment Workshops or talking with a staff member.
2. Make an appointment to talk with a Career Services staff member who can help you clarify your thoughts and acquaint you with appropriate resources in the Career Services Library.
3. Sign up for Self-Assessment workshops offered by Career Services.

STAGE 2: CAREER EXPLORATION (INCLUDING FURTHER EDUCATION)

I have identified several career areas that interest me and have done extensive research into them, including talking with people in those career areas.

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful.

1. Use FOCUS and Do What You Are to help you identify career possibilities that are compatible with your interests, skills and values.
2. Use the resources in the Career Services Library to learn about various careers. Staff members can assist you in using the library.
3. Talk to a Career Services staff member about doing Informational Interviewing (i.e. talking with a person in the fields that interest you). We can help you obtain a list of alumni through the Colby Alumni Directory in various career fields and geographic locations whom you may contact for informational interviews. Read the on-line interviews with alumni in our Alumni Profiles to get an idea of what kind of information you might gain through a general information interview.
4. Talk with faculty members in your field of interest to gain information, and also ask them for suggestions of others to contact for informational interviewing.

STAGE 3: CAREER EXPERIMENTATION (OPTIONAL BUT STRONGLY RECOMMENDED)

I have tested some of my career interests through volunteer work, part-time or summer employment, or through internships.

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful:

1. Use the resources in the Career Services Library to find out about internships or part-time opportunities. If you are not sure which are the best resources for you to use, make an appointment with a staff member in Career Services for guidance.
2. Consider doing a January internship in a field of interest to you. Look through the internship listings in the *eRecruiting* system, ask faculty members for suggestions, or speak to Kristin Talka, the Internship Coordinator in Career Services, about creating your own internship.
3. Take part in the Job Shadow Day offered during fall break by the Boston and Southern Maine Alumni Clubs. Look for information from Career Services in early fall about how to participate.

If you have decided to go directly to graduate or professional school following graduation, your next step is to acquaint yourself with the application procedures and deadlines for the program(s) you wish to pursue. Faculty members as well as the staff of Career Services can help you get started. To be sure that you have explored all of

the alternatives open to you and to prepare yourself for future job searches, it is strongly recommended that you continue with Stages 4 through 9 at the same time that you apply to graduate school.

STAGE 4: ORGANIZING YOUR JOB SEARCH - WRITING AN "EVERYTHING" RÉSUMÉ

I have developed an "everything" résumé that includes every work, volunteer, academic, research, and leadership activity I have participated in since high school (or earlier if you are a first-year student or sophomore).

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful:

1. Pick up and read the Résumé Writing packet from Career Services.
2. Create an "everything" résumé which contains every scrap of information about your experiences that you can remember. This version of your résumé may be several pages long.

STAGE 5: ORGANIZING YOUR JOB SEARCH - GETTING INFORMATION YOU NEED

I have identified the field in which I will be applying for jobs and know what the employers in this field will look for in an employee. I know the major issues facing the field in which I am applying. I know how my skills will fit with the needs of an employer in this field.

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful:

1. Read about the field in the Career Services Library, or online. Vault.com offers excellent, downloadable, industry guides. Free access to information offered by Vault.com is linked to the Career Services website at <http://www.colby.edu/career.serv/student/index.shtml>.
2. Identify alumni who can tell you about their experiences in the field. Use the Colby Alumni Directory to find helpful alumni. Visit Career Services to learn how to access the Alumni Directory.
3. Make an appointment with a Career Services staff member for help if you are unsure how to approach this research.

STAGE 6: ORGANIZING YOUR JOB SEARCH - IDENTIFYING EMPLOYERS

I have made a list of organizations or employers I plan to contact regarding employment opportunities. I have identified the person within the organization to whom I will address my letter of application.

YES. Then you are ready to go on to the next stage.

NO. Then some of the following may be helpful:

1. Use the resources in the Career Services Library to help you identify organizations and employers in your areas of interest.
2. Meet with a member of the Career Services staff to discuss other sources available to you for identifying potential employers, including family, friends, and Colby alumni.
3. Familiarize yourself with the list of employers scheduled to participate in the various off-campus Interviewing Days and Job Fairs which Colby co-sponsors in Boston (Fall) and New York City (Spring) and make a note of the résumé submission deadlines for any that interest you. First deadlines are in September. Some programs are limited to Seniors, others are open to any student.
4. Familiarize yourself with the list of employers scheduled for on-campus interviewing, and make a note of deadlines for résumés and/or sign-ups listed in the *eRecruiting* calendar.
5. Always carefully read weekly e-mails from Career Services, which list deadlines and job openings.
6. Use *CareerSearch* -- an online collection of directories in numerous career fields.
7. Use *Spotlight on Careers* to identify targeted online job listings sites in your area(s) of interest.

STAGE 7: ORGANIZING YOUR JOB SEARCH - WRITING A "TARGETED" RÉSUMÉ

I have developed a one-page résumé (two-page for teaching candidates) that highlights my experiences and skills that are most relevant to the jobs for which I will apply.

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful:

1. Consult the Career Services Résumé Handout and/or books on résumés in the Career Services Library to get ideas about style and format.
2. Review your "everything" résumé and identify experiences and skills that will support your application for a particular job. Be sure to have a copy of the job description handy so that you

don't miss anything. Your goal is to end up with a one-page résumé (with the exception of applicants for teaching positions who will likely have a two-page résumé).

3. Have a staff member in Career Services review a draft of your targeted résumé to help you make sure it is appropriately targeted.
4. For mailed applications, print it on high quality bond paper, using a laser printer (appearance is important -- don't skimp on this part!!).
5. Learn how to upload your résumé in *eRecruiting* -- do a test run in the "Documents" section and ask for assistance in Career Services if you run into problems.
6. Send a copy to yourself, a friend, a parent, etc. as an attachment to see how the document acts when submitted electronically.
7. This is also a good time to start a reference file in Career Services and ask faculty and former employers to write letters of reference for you.

STAGE 8: ORGANIZING YOUR JOB SEARCH - WRITING COVER LETTERS

I have written a draft of a basic letter of introduction and application that I can adapt for sending to a variety of potential employers.

YES. Then you are ready to go on to the next stage.

NO. Then some or all of the following may be helpful:

1. Pick up the information sheet on writing cover letters at Career Services or download it from the Career Services web site.
2. Consult the sections on writing cover letters in the job search books in the Career Services Library.
3. Ask a Career Services staff member or a Peer Tutor in the Writer's Center to review a draft of your cover letter. Revise it and have it reviewed again.

STAGE 9: ORGANIZING YOUR JOB SEARCH - PREPARING FOR INTERVIEWS

I have thought through my responses to the questions typically asked during an employment interview, and have participated in a mock interview with someone who was able to give me feedback on my performance.

YES. Then you are ready to proceed with your job search!

NO. Then some or all of the following may be helpful:

1. Pick up the handouts on Interviewing at the Office of Career Services.
2. Attend a workshop on Interviewing Skills (check the *eRecruiting* calendar).
3. Consult the books on interviewing skills in the Career Services Library.
4. Make an appointment to have a videotaped mock interview conducted by a member of the Career Services staff.