Welcome to the Career Center

PPEP: Professional Pathways Exploration and Planning
- Log into Colby CareerLink (accessed from the Career Center web page, www.colby.edu/careercenter, or from your myColby page), complete your profile, and set up your LACN and NIC accounts
- Create an account in CareerBeam, accessed via your home page in Colby CareerLink, and complete the Quick Profile assessment
- Explore how majors connect to careers by utilizing What Can I Do With This Major? and Spotlight on Careers under PPEP Exploration Resources on the Career Center website
- Create a first draft of a professional resume by using the Resume Guide located in Colby CareerLink under the Resources tab Documents Library
- Come to the Jan Plan Kick-Off for the PPEP career accelerator program

ColbyConnect
- Learn more about the ‘Mule It Over’ job shadow program and complete at least one job shadow
- Attend an Introduction to LinkedIn workshop, offered monthly
- Attend a mocktail party to practice professional networking techniques

Employer Engagement
- Attend at least one employer information session to explore potential summer job and internship opportunities
- Begin learning more about employers in your area of interest by utilizing Vault, accessed via your home page in Colby CareerLink

Pre-Professional Advising
- If interested in a pre-Health profession, meet with Ed Yeterian, Professor of Psychology and First-Year Health Professions Advisor
- Investigate undergraduate fellowships for which you may qualify

Come See Us To:
- Identify your skill sets and career interests
- Review the first draft of your resume
- Discuss leveraging on-campus employment to explore careers/gain skills
- Discuss extra-curricular and leadership opportunities on campus and how they translate to employers

Eustis Office Suite 107; 207-859-4140; career@colby.edu

Log into Colby CareerLink, www.colby.edu/careercenter
Login = e-mail address (with the @colby.edu); password = your six-digit Student ID
PPEP: Professional Pathways Exploration and Planning

- Become familiar with the internship funding and credit process by attending one of the Internship PPEP Talks between Oct. 1-6
- Explore and utilize the new resources on the Career Center website at www.colby.edu/careercenter
- Begin to practice your interview skills through workshops, CareerBeam or in-person appointments by signing up on CareerLink
- Explore careers on SpotlightOnCareers.org
- Update your resume and have it reviewed with the Career Center
- Attend events during Resume Week (9/21), Career Exploration Week (9/28), Education Week (10/19) and Nonprofit Week (11/2)

ColbyConnect

- Participate in the 'Mule It Over' job shadow program
- Attend a networking event such as:
  - A mocktail party or TrueLife After Colby meal
  - Colby On the Road events in Boston (October 13th) and New York City (End of January)
  - Any event on campus with alumni present
- Attend at least one career exploration program on campus, like a Career Conversation, Alumni Panel or other guest speaker event
- Create/update your LinkedIn profile and join the Colby Professional Networking Group

Employer Engagement

- Attend at least one employer info session and learn about the roles they hire
- Begin conducting informational interviews

Pre-Professional Advising

- Attend the Evening of Fellowships event at 7 p.m. Nov. 12 to explore options you may qualify for
- Meet with the Pre-Law/Pre-Health Advisor in the Career Center if you are pursuing those fields
- Explore graduate programs at the Graduate School Fair on October 5 between 3:30 and 5:30 in Page Commons

Come See Us For:

- Exploring JanPlan and summer internship opportunities on CareerLink and other resources
- Conducting a thorough skills analysis and identify activities to gain skills you want/need on Career Beam or in person at the Career Center
- Understanding how your junior year semester abroad may impact internship applications and interviews... plan ahead!
- Getting your Colby Alumni Community (CAC) login information from the Engagement and Annual Philanthropy office

Eustis Office Suite 107; 207-859-4140; career@colby.edu
Junior Career Planning Checklist

Colby Career Center
Eustis Office Suite 107 • 207-859-4140 • career@colby.edu
Make appointments online now through CareerLink!
PPEP: Professional Pathways Exploration and Planning

- Attend ColbyConnect (now called PPEP) workshops on assessing your work values, doing industry research, and marketing yourself/developing your pitch
- Be able to clearly describe your skills, interests, and work values
- Resources you should be using: CareerBeam, Vault, Goingglobal, CareerLink, Spotlight on Careers
- Attend Resume Week events for help updating, improving, and targeting your resume (Sept. 21-25)
- Submit your resume for approval to participate in on-campus recruiting for jobs and internships
- Practice interviewing skills using CareerBeam
- Dedicate 3-5 hours per week on career exploration and internship application activities

ColbyConnect

- Reach out to alumni using LinkedIn and the Colby Alumni Directory for informational interviews in your area of interest
- Attend at least one off-campus career exploration event such as the Colby on the Road events in October and January
- Attend 2-3 Career Center or college events featuring alumni/parents who can offer career advice
- Join LinkedIn industry-related groups to observe professional exchanges of information
- Initiate conversations with faculty and others you hope to engage as future references

Employer Engagement

- Attend 2 or more employer information sessions that interest you
- Meet with a counselor to understand the on-campus recruiting opportunities for senior year
- Purchase a professional outfit for future interviews

Pre-Professional Advising

- Attend the Evening of Fellowships event to identify options you can apply for
- Meet and talk with faculty members to explore future graduate school opportunities
- Explore doing an honors thesis if it is related to your intended graduate study or if you are planning to pursue a Ph.D.
- Meet with the Pre-Law/Pre-Health Advisor in the Career Center to assess your readiness to apply and/or explore “gap year” opportunities
- Stop by the Graduate School Fair between 3:30-5:30 p.m. on Monday, Oct. 5, in Page Commons to identify programs of interest and make admissions connections

Come See Us For:

- Conversations to help you frame your desired post-Colby plan (job, graduate school, fellowship, etc.)
- Practice developing an “elevator pitch” to articulate your knowledge, skills, and attributes
- Assistance with learning about your industry’s timeline for summer internship applications and senior year hiring
- Don’t forget – you can meet with us via Skype if you are away from campus for a semester or a year

Eustis Office Suite 107; 207-859-4140; career@colby.edu
Senior Career Planning Checklist

Colby Career Center
Eustis Office Suite 107 • 207-859-4140 • career@colby.edu
Make appointments online now through CareerLink!
PPEP: Professional Pathways Exploration and Planning

- Attend senior meeting; check in with us if you missed it
- Determine your job search timeline (various industries are different) and articulate a plan for the year
- Get your resume approved by the Career Center if it hasn’t been already
- Engage in a PPEP talk or workshop to learn about job shadowing, targeted resumes, interviewing skills and more
- Attend a theme week offering if you are interested in education (week of 10/19) or nonprofits (week of 11/2). Keep a lookout for consulting and politics/government career theme weeks in the spring

ColbyConnect

- Maintain and expand your network to develop connections for career and graduate school opportunities
- Update your LinkedIn profile and attend an Advanced LinkedIn workshop on 9/21 at 4 p.m.
- Get your professional photo taken for your LinkedIn profile in Pulver on 9/28
- Check out the Colby calendar and CareerLink to identify events where alumni and community members will be attending and go meet them
- Attend a Life After Colby event co-sponsored by the Student Alumni Association

Employer Engagement

- Login to CareerLink and the Liberal Arts Career Network (LACN) to search for job postings
- Apply to positions of interest and meet organization/company representatives through On-Campus Recruiting
- Learn about and understand the job offer process including accepting/declining protocol and negotiations

Pre-Professional Advising

- If interested in graduate studies, attend Applying to Grad School or Applying to Law School workshops the week of 9/14
- If interested in fellowships, attend the Evening of Fellowships on 11/12 at 7 p.m.
- Stop by to learn about grad school test preparation assistance

Come See Us For:

- Interview and networking practice
- Connecting to specific alumni in your field of interest
- Interest in graduate studies; meet with Cate Ashton
- Interest in fellowship opportunities; meet with Sarah Whitfield
- If you’re still undecided or stressed about your post-Colby plans

Eustis Office Suite 107; 207-859-4140; career@colby.edu