



Career Development Timeline

Career Planning in College for Students and Parents

Career Services Wahlstrom Library, G119 (203) 576-4466 www.bridgeport.edu/career

Freshman Year: Self Awareness and Career Planning Activities

Student

- Assess yourself by taking career tests to discover your personality type, interests, values, and work style.
- If you already have a career goal, research it in depth to see if it is compatible with your personality and life goals.
- Explore extracurricular activities. Consider joining campus clubs and organizations. While making friends and having fun, you will also be developing career skills.
- Begin to network and get to know your professors, faculty, counselors, staff and administrators.
- Attend Job and Internship Fairs to begin searching for a summer job or internship.
- Visit the Career Center in the Garden Level of the Wahlstrom Library. Make an appointment with a career counselor to become familiar with the resources available.
- Visit our website at www.bridgeport.edu/career

Parent/Guardian

- UB has assessment instruments and counselors to help students define their skills, interests, and abilities.
- Affirm what you know to be areas of skill and ability your student has consistently demonstrated. Sometimes students overlook these and need to be reminded.
- Support your child's exploration of new areas of study and interests.
- Don't panic if your student is excited about majoring in something like English, history, or art. These can be excellent choices, particularly if they are a good match for a student's interests and skills.
- Talk about the courses and activities your student is enjoying and how well your student is doing. Students discover new things about themselves throughout the college experience. Your willingness to listen and be a sounding board will keep you in the loop.
- Support your student's responsible involvement in campus activities but urge this to be balanced with maintaining achievement in the classroom.
- Urge your child to seek assistance in the career center.

Sophomore Year: Career Exploration

Student

- Use Optimal Resume to assist with constructing or updating your resume, then meet with a career counselor for a resume critique.
- Register with UBjobnet, our online resume and job search system and upload your resume.
- Consider a part-time job on campus related to your program of study.
- Take courses from several areas to explore different fields and refine your interests.
- Seek leadership opportunities in campus organizations.
- Interview people who are in your chosen field and discuss their career path.
- Attend Job and Internship Fairs to begin searching for a summer job or internship.

Parent/Guardian

- Career Services will assist your student in preparing a good resume and finding opportunities to test their career choices.
- Suggest that your student talk with faculty and career advisers about potential choices and the resources that are available to help them make career choices.
- Don't insist upon a decision about a major or possible career choice immediately.
- Suggest learning a foreign language, developing computer skills, strengthening written and oral communication skills, problem-solving skills, ability to synthesize information, and research skills.
- Direct your child to family, friends, or colleagues who are in fields in which your student has an interest. "Informational interviewing" with people can be extremely helpful.
- Alumni in various career fields who are willing to share information with students about their careers are invaluable resources both in this exploratory stage and later as students are seeking internships and jobs.



Career Development Timeline

Career Planning in College for Students and Parents

Career Services Wahlstrom Library, G119 (203) 576-4466 www.bridgeport.edu/career

Junior Year: Gaining Career Experience

Student

- Update your resume and upload new resume onto UJobnet.
- Attend Master Classes provided by Career Center such as: Interviewing Skills, How to work a Job Fair, Job Search.
- Make an appointment with a career counselor to confirm career choice and clarify career goals.
- Attend Job and Internship Fairs to begin searching for a summer job or internship.
- Participate in Mock Interviews provided by the Career Center.
- Seek out a career related internship opportunity in order to build experience for your resume and to meet others in the field.
- Research graduate schools, if interested.

Parent/Guardian

- Encourage your child to use the resources available at the campus career center.
- Tell your student that you understand the importance of their gaining exposure to and experience in his or her field of career interest. Broadening experience through involvement outside the classroom is a valuable use of time.
- Internships or summer experiences in some very competitive fields may be non-paying. Also, a good opportunity may be in a distant location. Discuss your financial expectations with your student before a commitment is made.
- Don't conduct the internship or summer job search for your child. It's a great help to provide networking contacts or names of people who may be helpful, however, making the contact and speaking for your child deprives him or her of an important learning experience—and may make a poor impression on the future employer.

Senior Year: Making Decisions

Student

- Return to school with a professional interview suit.
- Complete course requirements for major and degree.
- Attend Master Classes provided by Career Center such as: Interviewing Skills, How to Work a Job Fair, Job Search to update skills.
- Make sure you are registered with UJobnet to receive information regarding campus interviewing and information sessions.
- Apply to graduate schools, if you wish to attend. A career counselor will be happy to critique essays and answer questions.
- Attend the Job and Internship Fairs to begin searching for a job.
- Keep good notes and follow-up on all applications and interviews.
- Secure one or more job offers or admission to graduate/professional school. Consider your options, make a decision, accept only one offer and decline the others.

Parent/Guardian

- Suggest using the campus career center throughout senior year. Our office provides assistance in preparation for the job search, such as workshops and individual help with resume and cover letter writing, interviewing, and other job-search skills, a library of books and web sites with links to job resources, and much more!
- Don't nag your child about not having a job yet; this will often have the reverse effect. Use positive reinforcement.
- Offer to assist by sending information you may have found about the career field of your student's choice and/or job listings that may be of interest. Listen for indications from the student that you have provided enough information and help, then take a step back.
- Don't call potential employers to intervene for your child. Contact with potential employers is the candidate's responsibility!
- Be prepared to support your child through the ups and downs of the job and graduate school search. Not every desired job or graduate school acceptance will come through. Your student will need reassurance that for every door that closes, another opens.