

CAREER PLAN SCORECARD

This survey is meant to help your student identify their current place in the Career Development cycle. It's a key step toward planning for future goals. This exercise will also allow them to see gaps that they can intentionally act on throughout their undergraduate experience at Capital. First-Year students can focus in the "ASSESS" section and the first three items in the "PREPARE" section.

Directions:

For each section below, provide an honest assessment by circling yes (Y) or no (N) to the statements.

ASSESS

I can name 3-5 personal strengths that relate to my major and/or potential career paths.	Y/N
I can name at least two specific experiences from my past that have influenced my choice of major and/or my tentative career goals.	Y/N
Based on my experiences, interests, and strengths, I am confident about my choice of major.	Y/N
I am aware of the services provided by Career Development as well as its location.	Y/N

PREPARE

I have identified at least one out-of-class experience in which I plan to become involved (e.g., student organizations, service, work studies, athletics, theatre, etc.)	Y/N
I have identified at least one person on campus (e.g., faculty member, advisor, Career Development or other university staff member, mentor, etc.) with whom I can have ongoing conversations about my major, career plan, and future.	Y/N
I have researched at least one career field I am considering (e.g., typical job duties, skill/experiences/training required, job outlook, average salary, etc.)	Y/N
I have conducted at least one job shadowing or informational interview experience with a professional in a field I am seriously considering for my future.	Y/N
I have identified two intensive experiential opportunities to complete prior to graduation that will be marketable to employers/grad schools (e.g. service learning, internship, research, student leadership, study abroad, etc.)	Y/N
I have logged in and completed my Handshake profile.	Y/N

ENGAGE

I have created a professional profile on LinkedIn and joined the Capital University Connections group.	Y/N
I have completed two intensive experiential opportunities (e.g., service learning, study abroad, internship, student leadership, research, etc.)	Y/N
I have met at least twice with a person on campus (e.g., faculty member, advisor, Career Development or other university staff member, mentor, etc.) about my major, career plan and future.	Y/N
I have had my resume reviewed by a Peer Career Advisor to ensure experiences are well articulated toward career or further education goals.	Y/N
I have established my professional image to represent my accomplishments and goals (e.g., clean-up of social media profiles, professional wardrobe, portfolio, etc.).	Y/N
I have personally connected/networked with at least five professionals through a combination of the following networking activities: scheduled meetings, LinkedIn, professional conference, etc.	Y/N

TRANSITION

I have mapped out my personal job search or graduate school strategy, which includes specific action steps and timelines.	Y/N
I have participated in a mock interview to practice articulating the transferability of my skills and experiences to my career/educational goals.	Y/N
I have contacted at least three individuals who will provide positive professional or educational references.	Y/N
I have engaged with at least three employers or graduate schools through a combination of the following activities: career/grad school fairs, job website, following on LinkedIn, talking with current employees/graduate students, etc.	Y/N
I have reflected on and can articulate the transferability of my experiences (e.g., college major, classroom learning, co-curricular involvement, experiential learning) to my career/educational goals.	Y/N

When you're finished answering the questions, go back and mark the questions for which you answered "No". These are goals to work towards as you move through the Career Development process.

Work with Career Development to map out a timeline for accomplishing these steps!