



York College Career Development Center

“Plan to Succeed”

Keep in mind that this resource is meant to be a guideline and no two students will progress through the action plans in exactly the same way. What is important is that you take these steps to ensure your success. If you want to talk more about your unique career development, don't hesitate to contact us!

Year 3

Experience

the real world by identifying and participating in meaningful, professional, career-related opportunities like internships and networking events.

Action Plan:

- Update your resume and cover letters and have them critiqued by the Career Development Center so that they are ready to send for internships.
- Schedule a mock interview in the Career Development Center, use the Interview Stream program in our office, and take part in a Mock Interview Day.
- Regularly look for available internships using the resources offered by the Career Development Center.
- Attend the Capital Region Internship Fair and other job & internship fairs offered throughout the year.
- Learn how you can get academic credit for an internship by visiting the Career Development Center.
- Attend all networking events offered to you, especially those with York College Alumni.
- Attend Success After College Series.
- Continue seeking out professional contacts that can provide you with useful information.
- Continue to develop leadership experience by taking part in campus and community activities and continue to maintain a strong GPA.
- Attend Center for Professional Excellence events
- If considering graduate school, meet with your academic advisor and visit the Career Development Center to start your research and learn how to improve your chances of getting accepted.

Note: See www.ycp.edu/careerdevelopment for information on the events described above and to access our on-line job and internship posting service.

Year 4

Emerge

from York College into a successful career by synthesizing all of your experiences in academics, volunteer activities, leadership, employment, and experiential learning (internships, etc.) into a plan for post-graduation success.

Action Plan:

- Determine your goals-*write them down, put them somewhere you will see them, do whatever it takes to make them a priority.*
- Meet with a Career Counselor to create a plan for job searching-*it is best to do this early in the fall semester since finding a job can take time.*
- Practice and polish your skills and materials needed during the job search like your resume, cover letters, interviewing skills, etc.
- Attend all appropriate job fairs and networking receptions.
- Attend Success After College Series to learn valuable information about how to successfully transition from college to the “real world.”
- Network, network, network; Attend Center for Professional Excellence events.
- If you are going to graduate school, complete your applications and follow up to be sure all your materials get to the school.
- Visit the Career Development Center and www.ycp.edu/careerdevelopment regularly so that you can stay on top of upcoming events and opportunities.

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York College Career Development Center

“Plan to Succeed”

The York College Career Development Center’s “Plan to Succeed” is a great way for York College students to successfully manage their own career development. As you’ll see, each year of college has a major theme that explains what you need to do to stay on track with your career development for that year. Each theme has a suggested action plan to go with it that will help you take simple steps to prepare for your future.

Year 1

Engage

with the York College community and connect with the Career Development Center by attending our events and exploring our office’s resources, especially those related to solidifying or choosing your major.

Action Plan:

- Get involved in campus activities and take part in volunteer opportunities and community outreach-see *Student Activities & Orientation* for more information on how to do this.
- Consider obtaining an on-campus or off-campus part-time job.
- Take advantage of campus resources that can help you succeed (Library, Center for Teaching and Learning, etc.)
- Maintain a strong GPA and establish positive relationships with the faculty teaching your courses.
- Use the “Choosing a Major” resources at www.ycp.edu/careerdevelopment and familiarize yourself with the many other resources offered by the Career Development Center.
- Meet with your academic advisor to discuss potential major and career options-*check with the Academic Advising Center or on your academic transcript on myYCP if you aren’t sure who your advisor is.*
- Get to know faculty who teach in majors that interest you by introducing yourself during their office hours.
- Attend the Majors Fair during the fall semester to get great information about majors, minors, and careers.
- Consider the possibility of studying abroad-*attend the Global Education Fair visit the Career Development Center.*
- Record helpful career information and thoughts about your career plans in the portfolio section of FOCUS, an on-line resource located at www.ycp.edu/careerdevelopment.
- Obtain a summer job to build skills, experience and work history.

Note: See www.ycp.edu/careerdevelopment for information on the events and resources described above.

Year 2

Explore

in greater depth, career options that would be a good fit with your skills, interests, values, and goals; begin to develop a plan to attain experience in career fields that interest you.

Action Plan:

- Revisit the “Choosing a Major” resources at www.ycp.edu/careerdevelopment to do more research about careers that are consistent with your skills, interests, values, and goals.
- Take the initiative to speak with people who have jobs you might be interested in so that you can learn more about these types of positions-*information about how to do this is available in the Career Development Center.*
- Attend the Majors Fair again to get more in-depth information about majors, minors, and career options.
- With your academic advisor, explore how you can utilize your ADR’s and free electives to learn more about areas of interest to you and potential majors and minors
- Attend job and internship fairs to gather helpful information from employers about career opportunities you may wish to pursue in the future and to understand how they work.
- Finalize your major and continue to maintain a strong GPA.
- Create a detailed plan of classes, involvements, and experiential education that you will follow from now to graduation.
- Engage in activities that will better sharpen your professional skills and make you more appealing to employers.
- Write a draft of a resume and cover letter and get these materials critiqued by the Career Development Center.
- Obtain a part-time or summer job in a career field that interests you.

Note: See www.ycp.edu/careerdevelopment for information on the events and resources described above.