



Plan to Succeed

Each student should develop a personalized “Plan to Succeed” for their academic career. Use this resource and the NACE Career Readiness Competencies to determine how to identify opportunities and implement each step.

York College of Pennsylvania

Year 1: **ENGAGE** with the campus community by attending events, connecting with people, and becoming familiar with resources and services

- Become familiar with the NACE Career Readiness Competencies and the YCP curriculum structure
- Participate in campus activities/groups and community service to connect with others and identify interests
- Consider a part-time job during the school year and/or a summer job to build skills and work history
- Focus on determining your academic major interests by attending Majors and Minors Fair and using the [“Choosing a Major”](#) packet
- Consider the possibility of [studying abroad](#) by attending the Global Education Fair or a study abroad information session
- Meet with your academic advisor regularly to discuss your academic and career plans
- Earn a strong GPA and establish positive relationships with faculty members
- Build a foundation for continuing career management and exploration; become familiar with Spartan Career Path and career development resources
- Spartan Success Network: Use this online system to navigate academics, connect with resources on campus, check grades and course progress and manage everything that is happening in your world at YCP



Check out Spartan Career Path to:

Find and register for workshops and special events

Schedule appointments with staff members

Search and apply for jobs and internships

Year 2: **EXPLORE** career options that align with your interests, skills, values, personality, and goals

- Work with your academic advisor to select courses that will help you learn about certain fields in greater depth; declare your constellation
- Speak with individuals who hold positions that interest you to inquire about preparation for the field, advice, etc.
- Attend the Career Expo to learn about short-term internships and long-term career opportunities
- Participate in Career Development events and workshops
- Write a rough draft of a resume and cover letter to be reviewed by a [Career Development Center](#) staff member
- Review the Career Readiness Competencies and evaluate how to develop yours further
- Develop a long-term plan of classes, involvements, and experiences that will sharpen your professional skills

Career Development Center

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YORK COLLEGE OF PENNSYLVANIA



Year 3: **EXPERIENCE** career options and the professional work world by participating in meaningful opportunities

- Demonstrate professionalism and work ethic within every opportunity and interaction
- Participate in career fairs and networking events to develop contacts and prepare for the job search process
- Update your resume and cover letter and have them reviewed by a [Career Development](#) staff member
- Create and review your LinkedIn and other social media accounts;
- Meet with your advisor and Career Development to discuss internships for academic credit and complete the online paperwork
- Attend the Career Expo to network with employers and learn more about internships and full time positions
- Pursue leadership opportunities/roles on campus and in the community
- Practice interviewing with [Career Development](#) staff members or record and review a mock interview in Spartan Career Path
- Consider if you are interested in graduate school and research the process of selecting and applying



Year 4: **EMERGE** from York College onto a career path by synthesizing all your experiences in a plan for post-graduation success

- Understand the timing of the job search process for your field; begin researching post-graduate opportunities in the fall semester
- Develop a full-year action plan with a Career Development staff member for your job or graduate school search process
- Know how to articulate your skills, professional goals, and interests to employers and graduate schools; be able to provide examples of how you demonstrate career readiness the competencies that employers are looking for
- Complete applications for graduate school and keep your academic advisor informed of your plans
- Meet with a [Career Development](#) staff member to discuss resources and strategies for job searching and have documents reviewed to make sure they are polished and professional
- Attend career fairs and networking events during both semesters to actively advance your job search
- Access Spartan Career Path regularly to stay informed of various career-related opportunities