



## TRANSFER STUDENT CAREER DEVELOPMENT PLAN

Welcome transfer students!

The Office of Career Development and Engagement can help you make a smooth transition as a student at St. Joseph's College and prepare you for success. Our counselors will provide you with personalized services and assist you in mapping out and attaining your career goals. The office has designed a transfer student career development plan, which can be tailored to your specific career needs and provides a framework to help you gain the most out of your college experience.

### ENGAGE

Engage the St. Joseph's College community and begin your understanding of the mission and goals that make the College unique. Discover all of the resources available to you to help make your college career successful:

- Office of Career Development and Engagement: Meet with a counselor to discuss your career plan and consider a self-assessment to help you understand how your interests are related to identifiable careers. Other services include self-assessment, career guidance and exploration, goal-setting and planning, résumé and cover letter writing, interview and internship preparation, graduate school guidance and job search strategies. Other services include programmatic events, workshops, online resources and job board.
- College catalog: Utilize the College's online catalog to learn more about majors offered, program requirements and specific course descriptions.
- Academic advising: Meet with your adviser regularly to ensure clear and focused course planning.
- Academic tutoring: It is essential to maintain a high grade point average. There are several on-campus resources that provide academic support for all of your courses along with enhancing your collegiate skill development needs.
- Student involvement and leadership: This division houses all information on the clubs and organizations available to students on and off campus. It is important to get involved and take on leadership roles.

### ASSESS

Take some time to think or re-evaluate your interests, skills, abilities and values.

- The Office of Career Development and Engagement offers all students the ability to take various career assessments such as the Strong Interest Inventory or the Meyers-Briggs Type Indicator to assist students in their self-assessment and career planning.

### EXPLORE

After you have completed your self-assessment, it is time to explore the various career options that are suited to your skills, interests and abilities.

- Utilize the Office of Career Development and Engagement's online resources such as majors and careers to help get you started.
- Research tools such as O\*NET and the Occupational Outlook Handbook are available to you to further assist you in your research.
- Participate in job shadowing, informational interviewing, networking and exploring internship opportunities.
- Research graduate school possibilities and understand individual requirements.

### DECIDE

Once you have explored your interests and have more knowledge about your own interests and values as they related to majors, it's time to solidify your major and career aspirations.

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- Take some time to ask yourself if you have all the information you need to make an informed decision. The Office of Career Development and Engagement is available to meet with you to assist you in the decision-making process.

### PLAN

This is the stage to begin developing a career action plan that will assist you in devising the necessary steps to reach your goals. Establishing long- and short-term goals is an excellent way to turn your decisions into reality.

A few characteristics to keep in mind as you are setting long- and short-term goals: They should be conceivable, believable, attainable, measurable and desirable.

Your action plan should include things such as a well-defined long-term goal, alternative goals, the resources necessary to achieve your goal, short-term goals, a timeline and strategies to address any barriers.

### EXPERIENCE

Your education provides a solid groundwork where classroom knowledge can create a foundation for the many essential skills employers are seeking in today's job market: problem solving, communication, analytical thinking, etc. These can be further enhanced and polished through a variety of experiential learning opportunities that allow you to demonstrate your skill set in a workplace environment.

- Get involved in internship placements, research opportunities, paid positions, student activities and volunteering.

- Visit the Office of Global Studies to learn about study abroad opportunities.
- Apply to the SJCMentor program sponsored by the Office of Alumni Engagement and join professional affiliations and organizations.
- Further develop and add to your résumé, cover letter, portfolio and interview skills needed for many of the above opportunities and the transition into your career path.

### FINAL THOUGHTS

Career development is a proactive and lifelong process that requires time and energy.

Choosing a college major isn't a life sentence to one specific opportunity. Many roads lead to the same place and that doesn't mean you have to give up other areas of interest.

Experiences create opportunities that you did not know existed.

Keep an open mind and even if placed in a situation that is not what you expected, there is always something to learn from it and about yourself.

The Office of Career Development and Engagement is available to assist you through the career development process. It is never too early to begin the process and we encourage you to make an appointment with a counselor. The office has established a four-year career development plan, which we encourage you to utilize in your planning.