Career Development Plan (CDP) Checklist

**Semester 1**
- File CDP with advisor/career services personnel.
- Start taking career assessments (at least skill and interest inventories) at the Career Resource Center (CRC).
- Attend/listen to CSD training on refining a mission statement.
- Draft a mission statement, refining it with a CRC consultant as necessary.
- Conduct a basic informational interview or coat tail with a pro.
- Review Monster.com, Vault or other such sites to learn the needed skills and experience for specific industries and positions and see what jobs “pop out,” which may indicate the best career path.

**Semester 2**
- Update CDP with advisor/career services personnel.
- Meet with a CRC consultant to identify any roadblocks to career development and design a plan to address these.
- Attend CSD resume training or use CSD resume website.
- Draft, review, and polish a resume for a dream job.
- Attend CSD networking training or use CSD networking website.
- Start reading about networking with your field (see CSD networking website).
- Research student memberships in relevant professional organizations.
- Start developing a professional network.
- Create a list of at least five specific companies or organizations at which you would like to be employed, and network with these organizations.
- Research the internship requirements and application process for your potential companies. Some companies have a long, formalized process; start early so that you do not miss out on your dream opportunity.
- Attend the university Etiquette dinner to increase your comfort in formal settings.
- Meet with advisor periodically to discuss career options in your field and get referrals for potential contacts; talk often about your career.
- Pursue a volunteer or practicum experience.

**Semester 3**
- Update CDP with advisor/career services personnel.
- Finish taking any needed assessments at the Career Resource Center.
- Post your updated resume on an online job search website such as Monster.com, Jobdirect.com, or Careerbuilder.com for exposure. (This is a long shot, but worth doing.)
- Conduct two to three informational interviews in desired career field. Use the opportunity to pave the way to a possible internship/job lead.
- Attend/listen to CSD training on job hunting strategies.
- Meet with career services personnel to make plans for an internship and a post-graduation job hunt.
- Pursue and secure an internship.
- Attend internship orientation with career services personnel.

**Semester 4**
- Update CDP with advisor/career services personnel.
- Prepare for and attend a CSD mock interview.
- Research upcoming job fairs or on-campus interviewing opportunities.
☐ Complete internship.
☐ International students should plan now to meet all government requirements for internships/OPT.
   Contact International Student Services for current information to help planning ahead.
☐ Check with advisor, career services, professors, and other members of network for potential
   contacts within chosen job field.
☐ Attend/listen to CSD cover letter training.
☐ Update/adapt resume for selected target jobs.
☐ Use iModules, networking list, and list of desired companies to identify potential jobs.

Semester 5
☐ Update CDP with advisor/career services personnel.
☐ Attend job fairs or on-campus interviews.
☐ Pursue network contacts for unpublished job openings.
☐ Commence job hunting.