



Northern Caribbean University  
Office of Career & Employment Services

CAREER PLANNING CHECKLIST

Name: \_\_\_\_\_

I.D. # \_\_\_\_\_

Department: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Contact information: Tel. # \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Year 1: Self Exploration & Assessment**

\*\*\*  Complete Career Exploration Exercise/Career Test. \_\_\_\_\_  
Counselling/Career Services

\*\*\*  Meet your academic advisor and plan your schedule. \_\_\_\_\_  
Academic Advisor

\*\*\*  Attend at least one Career development seminar for the school year. \_\_\_\_\_  
Career Services

\*\*  Begin developing a **personal strategic plan with Career Services**. \_\_\_\_\_  
Career Services

\*\*  Join clubs/organizations to develop leadership, interpersonal, diversity and communication skills. \_\_\_\_\_  
Dept. Chair/Student Services

\*\*  Seek assistance in obtaining a part time job related to your major/career area. \_\_\_\_\_  
Scholarships & Student Aid

\*\*  Become aware of resources available on campus and identify careers of interest. \_\_\_\_\_  
Career Services

\*\*  Network with faculty, staff and administrators. \_\_\_\_\_  
Dept./Office Personnel

\*\*  Participate in residence hall and departmental activities. \_\_\_\_\_  
Dept. Chair/ Residence Hall

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

Career & Employment Services

Comments:

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\*\*\*Compulsory

\*\* Highly recommended

\* Optional

## Year 2: Career Exploration

- \*\*  Complete a written inventory of your interests, skills, abilities and values. Date completed: \_\_\_\_\_
- \*  Draft a preliminary résumé and forward to Career Services for review. \_\_\_\_\_  
Career Services
- \*\*\*  Attend at least one Career development seminar for the school year. \_\_\_\_\_  
Career Services
- \*\*  Begin developing your career portfolio.
- \*\*  Seek individual advisement, informational interviewing and networking.
- \*\*\*  Join a professional organization/club related to your major. \_\_\_\_\_  
Student Development/Department
- \*\*  Engage in voluntary outreach activities.
- \*\*  Use Career Services and web resources to research relevant careers.
- \*\*  Complete the career/graduation plan. Date completed: \_\_\_\_\_
- \*\*  Attend alumni activities and meet people in your field of interest. \_\_\_\_\_  
Alumni Relations

Date Completed: \_\_\_\_\_ Signature: \_\_\_\_\_  
Career & Employment Services

## Year 3: Career Decisions

- \*\*\*  Attend Career development seminars sponsored by Career & Employment Services. (Fall/Spring) \_\_\_\_\_  
Career Services
- \*\*\*  Attend Career/Job fair and meet with recruiters to learn about your options. \_\_\_\_\_  
Career Services
- \*\*\*  Continue drafting your résumé and meet with career personnel to have it reviewed. \_\_\_\_\_  
Career Services
- \*\*  Begin to develop a professional wardrobe.
- \*\*  Upgrade Communication skills.
- \*\*  Research information on graduate/professional programmes and take graduate school admissions test, where applicable.
- \*\*  Develop leadership skills through work and community involvement.
- \*\*\*  Prepare résumé and apply for internships advertised by Career Services. \_\_\_\_\_  
Career Services

Date Completed: \_\_\_\_\_ Signature: \_\_\_\_\_  
Career & Employment Services

## Year 4: Strategic Job & Graduate School Search

- \*\*\*  Attend Career Development seminars sponsored by Career & Employment Services. (Fall/Spring) \_\_\_\_\_  
Career Services
- \*\*\*  Discuss employment plans with your academic advisor and/or a career development advisor. \_\_\_\_\_  
Academic/Career Advisor
- \*\*\*  Fine-tune your résumé and interviewing skills and forward résumé to Career Services for review. \_\_\_\_\_  
Career Services
- \*\*\*  Participate in Mock Interviews. \_\_\_\_\_  
Career Services
- \*\*  Participate in off campus interviews and career / job fairs.
- \*\*  Complete Career Portfolio.
- \*\*  Choose instructors, advisors and past employers to serve as references.
- \*\*  Continue networking with professionals in your industry, colleagues, friends, family, alumni, professors, co-workers, clubs & associations, professional associations, recruiters and people in field of interest.

Date Completed: \_\_\_\_\_ Signature: \_\_\_\_\_  
Career & Employment Services

\*\*\*Compulsory

\*\* Highly recommended

\* Optional