# Northern Caribbean University
Office of Career & Employment Services

## CAREER PLANNING CHECKLIST

<table>
<thead>
<tr>
<th>Name: ____________________</th>
<th>I.D. # ____________________</th>
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<tbody>
<tr>
<td>Department: ____________________</td>
<td>Course of Study: ____________________</td>
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<tr>
<td>Contact information: Tel. # ____________________</td>
<td>E-mail address: ____________________</td>
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### Year 1: Self Exploration & Assessment

<table>
<thead>
<tr>
<th>Compulsory</th>
<th>**</th>
<th>Highly recommended</th>
<th>* Optional</th>
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<tbody>
<tr>
<td>Complete Career Exploration Exercise/Career Test.</td>
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<tr>
<td>Meet your academic advisor and plan your schedule.</td>
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<td>Attend at least one Career development seminar for the school year.</td>
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<td>Begin developing a personal strategic plan with Career Services.</td>
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<tr>
<td>Join clubs/organizations to develop leadership, interpersonal, diversity and communication skills.</td>
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<tr>
<td>Seek assistance in obtaining a part time job related to your major/career area.</td>
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<td>Become aware of resources available on campus and identify careers of interest.</td>
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<tr>
<td>Network with faculty, staff and administrators.</td>
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<td>Participate in residence hall and departmental activities.</td>
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Date Completed: ____________________    Signature: ____________________    Career & Employment Services

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

***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. ________________________

*** □ Attend at least one Career development seminar for the school year.

** □ Begin developing your career portfolio.

** □ Seek individual advisement, informational interviewing and networking.

*** □ Join a professional organization/club related to your major. ________________________

** □ 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. ________________________

Date Completed: ________________________ Signature: ________________________

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Year 3: Career Decisions

*** □ Attend Career development seminars sponsored by Career & Employment Services. (Fall/Spring) ________________________

*** □ Attend Career/Job fair and meet with recruiters to learn about your options. ________________________

*** □ Continue drafting your résumé and meet with career personnel to have it reviewed. ________________________

** □ 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. ________________________

Date Completed: ________________________ Signature: ________________________

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Year 4: Strategic Job & Graduate School Search

*** □ Attend Career Development seminars sponsored by Career & Employment Services. (Fall/Spring) ________________________

*** □ Discuss employment plans with your academic advisor and/or a career development advisor. ________________________

*** □ Fine-tune your résumé and interviewing skills and forward résumé to Career Services for review. ________________________

*** □ Participate in Mock Interviews. ________________________

** □ 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