



First Year Career Development Plan

GOALS

ACTIVITIES & EVENTS

EXPLORE



- Assess your personal interests, values, and skills
 - Explore major and career options
 - Get involved on campus
 - Take advantage of additional resources to support your success
(Faculty, Center for Student Success, Academic Support Center, Counseling Center)
- Attend the involvement fair at the beginning of each semester
 - Take Focus-2 Self Assessment
 - Meet CCPD staff and learn about upcoming events at Cocoa & Careers on the first Wednesday of each month
 - Explore our website (www.otterbein.edu/career)
 - Follow us on social media
www.facebook.com/otterbeincareercenter
[@OtterbeinCareer](https://twitter.com/OtterbeinCareer)

Center for Career & Professional Development

614-823-1456 ☐ career@otterbein.edu ☐ Make an appointment or visit walk-in hours: Monday-Friday, 1-3pm



Second Year Career Development Plan

GOALS

ACTIVITIES & EVENTS

DISCOVER



- Develop confidence in your major and continue to explore career paths
 - Get to know faculty, staff, alumni, and employers
 - Continue to get involved on campus and apply for leadership opportunities within organizations
 - Research organizations of interest and possible internship opportunities
- Meet with CCPD staff to review choice of major and career goals
 - Attend Resumes & Cover Letters 101 (sample documents available on website)
 - Conduct informational interviews and complete a job shadow
 - Attend the Peer to Peer Internship Fair in early November
 - Explore Handshake and visit the Part-Time Job Fair in early September for opportunities to gain work experience

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Third Year Career Development Plan

GOALS

ACTIVITIES & EVENTS

CONNECT



- Gain hands-on experience related to your major and/or career goals
 - Connect with professionals and expand your network
 - Review and refine post-graduation goals
 - Begin developing professional wardrobe
- Update your resume
 - Meet with CCPD staff to develop an internship search strategy
 - Attend career fairs
(Collegiate Career Fair-mid/late October)
(CareerFest-late January/early February)
(Non-Profit Job & Internship Fair-mid February)
 - Complete a practice interview
 - Complete an internship
 - Create a LinkedIn profile and join the Otterbein Alumni Group

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Fourth Year Career Development Plan

GOALS

ACTIVITIES & EVENTS

ACT



- Reflect on your Otterbein Experience
 - Refine post-graduation goals
 - Articulate key skills and experiences to employers and graduate schools
 - Strengthen and expand your professional network
- Meet with CCPD staff and develop a post-graduation action plan
 - Attend the five-part Search Strategies Series beginning in mid September
 - Complete 5 Cards Application(s)
 - Update your resume
 - Attend the Young Alumni Panel in mid-November

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