

Chico State Student Success Plan

The Career Center assists students and alumni through all phases of career development to bridge the transition between the academic environment and the world of work.

Name: _____

Year in School: _____

Major: _____

Career Center Advisor: _____

First Year : Discover Yourself (Get in touch with your talents and interests)

Due Date

- Explore your Chico State portal account _____
- Get involved around campus and in the local community (e.g.: Associated Students, CAVE, Clubs) _____
- Go to the Academic Advising Programs Office to solidify course schedule (SSC 120, 898-5712, www.csuchico.edu/aap), or see your "Major" Advisor _____
- Explore the Career Center website and list the top three majors you may be interested in (<http://www.csuchico.edu/careers/students-alumni/investigate/what-can-i-do/index.shtml>) – OR – schedule an appointment with a Career Advisor if you need help (SSC 270, 898-5253)
1. _____ 2. _____ 3. _____
- Go to the Student Learning Center to attend a study skills workshop (SSC 340, 898-6839, www.csuchico.edu/slc) _____
- Take one or two career and personality inventories at your Career Center _____
- Please list other accomplishments and/or action plan strategies:

Second Year: Explore Career Options (Discover the Possibilities)

Due Date

- Get involved around campus and/or in the local community (e.g.: Boys & Girls Club, CCLC) _____
- If still undeclared and would like assistance choosing a major, visit the Career Center and meet with an advisor. If declared, meet with your department advisor to establish class schedule through graduation _____
- Explore the Career Center website and list the top three majors or occupations you may be interested in (<http://www.csuchico.edu/careers/students-alumni/investigate/descriptions.shtml>) – OR – schedule an appointment with a Career Advisor if you need help (SSC 270, 898-5253)
1. _____ 2. _____ 3. _____
- Go to the Career Center in SSC 270 to explore Internship possibilities and learn how to utilize the Wildcat Career Connection database: *Advisor Initials:* _____
- Stop by the Career Center to get help with your resume, it's time to start preparing! (Resume drop in, SSC 270, M-F, 1-4pm) _____
- Explore the Career Center's web site, www.csuchico.edu/careers _____
- Please list other accomplishments and/or action plan strategies:

Third Year: Gain Experience (Build skills and develop a professional network)

Due Date

- Get involved around campus and/or in the local community (club in major, non-profit, Up 'till Dawn) _____
- Confirm classes for graduation with Academic Advisor : *Advisor Initials:* _____
- Meet with your Career Advisor in the Career Center to start planning for Internships and Career Opportunities. Discuss what you can do to prepare for your future _____
- Attend a Career Fair in both Fall & Spring semesters: Network with professionals in your field. <http://www.csuchico.edu/careers/employers/career-fairs.shtml>) _____
- Take on leadership positions in your class projects, organizations, work settings and volunteer opportunities _____
- Find out about Study Abroad or the National Student Exchange _____
- Please list other accomplishments and/or action plan strategies:

- Please list your specific goals for this year: -----

Fourth Year: Prepare your Job Search (Hone your job search skills and connect with Opportunities)

Due Date

- Create and hone a professional resume and cover letter _____
- Meet with Career Advisor again to establish job search strategy or application to grad school _____
- Sign up for On Campus Recruiting Interviews, if applicable _____
- Meet with the testing office to discuss necessary testing for next step (ie: GRE, Gmat, MCat) _____
- Attend Career Center Seminars on 'Making the Most of the Career Fair', 'Networking' and 'Winning Interview Techniques' or any other relevant career search opportunity _____
- Schedule an appointment with your Career Advisor to discuss your personal interviewing techniques and strategies to prepare for the interview _____
- Attend all career fairs. See <http://www.csuchico.edu/careers/employers/career-fairs.shtml> _____
- Finalize graduation requirements by checking with your program evaluator; order cap and gown, ring, announcements, etc. _____
- Please list other accomplishments and/or action plan strategies post graduation:

- Please list your specific goals for this year: -----

REPORT YOUR JOB OFFERS TO THE CAREER CENTER...CONGRATULATIONS!!