Four Year Career Plan for Parents of College Students

INDIVIDUALS. INSPIRED.

CAREER SERVICES INCLUDES:

Internships & Co-ops
Internships and co-ops provide practical, hands-on experience needed to be competitive in the job market. Meeting with a counselor or advisor is the best way to learn about and begin using our resources.

Resume and Cover Letter Development
Whether it is a first or final draft, the CDC can help construct or fine tune resumes and cover letters using one-on-one appointments, walk-in hours or our 24-hour critiquing service.

Career Counseling
Career counselors are available for assistance with selecting a major, choosing a career path, searching for a graduate school, getting the perfect first job, and much more. Free career assessment is also available. We use the Strong Interest Inventory, the Myers-Briggs Type Indicator, Strengths Quest, and many more.

Career Resource Library
We have a career library stocked with information on internships, graduate schools as well as four computers with web access and a laser printer for students to use for career related needs.

Resumes on the Web
Use Handshake (our web portal) to post resumes online for employers to see or to apply for job, internship and co-op opportunities. See our web page(http://www.alfred.edu/cdc/services/job_search.cfm) for instructions on how to register with Handshake.

FIRST YEAR:
• Early and often! We want to help develop careers from the moment a student steps on campus. Encourage your son or daughter to meet with a career counselor/advisor during his or her first semester.
• Support your child’s new exploration of interests and areas of study.
• Do not insist on immediately choosing one career path. Discuss possible majors and what they could do with them, or suggest they talk to a CDC career advisor to do so.
• Ask your child what courses they are or are not enjoying. Build off of that.
• Do not panic if your child shows interest in a major that you think may not provide enough career possibilities. Every major has benefits and positive outcomes.
• Become familiar with our website www.alfred.edu/cdc – it will be very helpful in your child’s career development.
• Encourage involvement in college activities, groups, and campus jobs or programs to gain experience and build resumes.
• Instruct your son or daughter to begin collecting samples of his or her best work (papers, projects, and presentations) into an electronic portfolio.

SOPHOMORE YEAR:
• Encourage your child to meet with a career advisor to develop goals for the remaining time at college.
• Most students are required to choose a major by the end of sophomore year; the CDC is here to help with that process.
• Help or encourage your child to create/update their resume and cover letter so they are ready for internships or co-ops.
• Encourage them to attend a career fair and the Graduate School Fair to start getting ideas of their options after they graduate.
• Ask them about their interests in possible co-ops or internships in their field of study. Suggest they start looking for some through the CDC.
• Recommend that they set up a profile on LinkedIn and begin searching interesting groups and exploring potential career paths. Do the same with CareerShift.
• Explore the opportunities at the Judson Leadership Center to help your child develop their leadership and professional skills.
• Suggest contacts within your own network that are in your child’s field of study. Encourage your child to ask a career advisor to identify more contacts (alumni, previous employers, etc.) and to develop networking strategies to connect with these individuals.
Networking Resources
Connect with alumni using the Saxon Career Volunteer Network and LinkedIn. Work with a career counselor/advisor to learn how to utilize LinkedIn and obtain a list of alumni in your career field and/or geographic area.

On-Campus Recruiting
Students can sign up for interviews through Handshake or contact the Recruiting Coordinator for more information. About 100 companies recruit at AU each year.

Social Networking
The CDC staff can help students create and improve their online professional image using programs such as LinkedIn, Facebook, Twitter, Pinterest, and many more.

Special Events
Each year the CDC offers annual, large-scale events including the Engineering Career Fair, Graduate School Fair, Spring Job Fair, Meet the Accountants, Alumni Networking Nights, and more.

Contact us:
Phone: (607) 871-2164
Fax: (607) 871-2791
Email: cdc@alfred.edu
Web: www.alfred.edu/cdc

Appointment Hours:
Monday, Tuesday, and Friday
8:30 am – 12:00 pm, and
1:00 – 4:00 pm

Walk-In Hours:
Wednesday and Thursday
10:00 am – 4:00 pm

- Tune-in to your child’s social media presence (LinkedIn, Facebook, Twitter, etc.). Look for professionalism and encourage your child to do the same.
- Strongly encourage meeting with a career advisor to search for and secure an internship, co-op or other professional opportunity.

JUNIOR YEAR:
- Suggest your child meet with a counselor to research more thoroughly the occupation(s) they’re considering.
- Continue to have your child update their resume and cover letter.
- Strongly encourage them to attend a career fair (Engineering Career Fair, Graduate School Fair or the Spring Job Fair, etc.).
- Discuss life after college (graduate school, future jobs, financial expectations, field experience).
- Help them research graduate school options. They can pick up materials related to entrance exams at the CDC.
- Have them take a practice GRE, MCAT, LSAT, or GMAT, or other required entrance exams.
- Help them practice interviewing skills (handouts on the CDC website) or suggest scheduling a practice interview at the CDC.
- Have your child ask about and participate in upcoming Employer-in-Residence events.
- Suggest meeting with an advisor to take and review the results of the Myers-Briggs Type Indicator personality assessment.

SENIOR YEAR:
- Go over your child’s portfolio for professional quality, career-related projects, and assignments with them. Make sure that their resume and cover letter are both up to date.
- Use positive encouragement about your child’s job search and avoid nagging. Reinforce their strengths if they get discouraged.
- Send information or job listings you’ve found in your child’s field of interest, but do not overdo it. Listen to them if they prefer to job search on their own.
- Ask your child if they have set up a credential file or begun collecting letters of reference.
- Encourage your child to perfect their interviewing skills with practice interviews.
- Discuss or suggest making an appointment to discuss salary and benefit negotiations, transition to the real world, and business etiquette.
- Encourage networking with Alfred alumni and other professionals in their field of interest before they graduate. This includes job shadowing and informational interviewing.
- Help them design a business card (there are several online resources).
- Have your child meet with an advisor to develop an effective job search and social media strategy.

The Robert R. McComsey Career Development Center provides career development and preparation to Alfred University students and alumni. We offer career counseling, experiential education, on-campus recruiting, web-based services, and special events. Utilizing these individual and personal services, students can develop, explore, and express themselves through their ongoing career development process.

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