

Four Year Career Plan Portfolio

Use the list below to make sure you stay on target for Success and Results during your four years at Radford University! Complete each of the tasks below and keep them in a collection portfolio or binder for reference. This portfolio will assist you in the selection of a major, success in classes, acquisition of employment skills, and completion of an internship and/or transition to a work environment in the most efficient and timely manner.

Freshman Year--Begin to Learn About Yourself and Work

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| •University 100 students participate in service learning projects | <input checked="" type="checkbox"/> |
| 1. List the community service projects you participated in during freshmen year. | |
| 2. What did you learn about yourself as you volunteered? | |
| •Register with the Center and receive a weekly e-mail with information related to internships | |
| 1. Read portal postings on internship opportunities to learn what is available. | |
| 2. Begin to identify internship experiences that could help you choose a major. | |
| 3. What part time jobs did you hold during freshmen year? | |
| 4. What did you learn about yourself while at work or in classes? | |
| 5. Visit the Career Services Center and meet the staff. | |
| •Get involved in campus activities that match your interests | |
| 1. Attend "Club Fair" first week of classes. | |
| 2. Select several activities to get involved in while at RU. | |
| 3. Attend club meetings and seek leadership opportunities with all organizations. | |
| •Explore a variety of majors with your academic advisor | <input checked="" type="checkbox"/> |
| 1. Meet with your academic advisor at least 2 times a semester to keep on track. | |
| 2. Attend the "Majors Fair" in Mid-October and/or Mid-February. | |
| 3. Check out the Career Center website at http://www.radford.edu/careers and Look under "Students" and "Assessments" at "What Can I do with a Major In?" | |
| •Focus on building skills, experiences, and accomplishments | |
| 1. List three skills you have demonstrated this year in classes and/or in out of class experiences. | |
| 2. Consider an international experience as part of your RU academic experience. | |
| 3. Study a foreign language and be ready for a global society and workplace. | |
| 4. Attend Volunteer Visions non-profit fair. Find a volunteer experience. | |
| •Find a summer job after freshman year that offers you opportunities for career exploration | |
| 1. Use the Career Services Center's database of part-time, full-time, work-study, and internships to find a great opportunity. | |
| 2. Begin your first resume by getting help from the Resume Writing Center in Career Services. | |

Sophomore Year --Make Sure to Complete a Career Assessment

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| •Explore values, interests, and personality by taking career assessments in the Center | |
| 1. Book an appointment to take at least three assessments and get an interpretation of the results. | |
| 2. Explore the relationship of your assessment results to potential majors at RU. | |
| •Choose a major | |
| 1. Name three job titles that you could pursue with a degree in the major you selected. | |
| 2. What salary level does each of these job titles earn to start? | |
| 3. What skills do employers seek from people in these positions? | |
| •Identify internships that interest you | |
| 1. Find at least 4 potential internship opportunities that would give you some work experience in the major and field you have chosen. Go to Career Services website and click on "HireAHighlander" | |
| 2. Consider an international internship or service experience | |
| 3. Finish your resume so you can send it out as needed. | |
| 4. List International Internships of interest to you. | |
| •Acquire leadership skills through participation in clubs or service opportunities | |
| 1. What activities did you participate in with your club or organization this year? | |
| 2. Save certificates of accomplishments, materials from these out-of-class experiences. | |
| •Begin the development of your presentation portfolio to demonstrate what you have learned and accomplished | |
| 1. Use the Center's online resources related to portfolios and come by for an individual appointment to get help with how to build a portfolio. Go to https://radford.optimalresume.com | |
| 2. Collect items related to your academic achievements in class, your work experiences, and other items that point out who you are as a person. | |
| 3. Organize them to be able to showcase these in a portfolio during interviews. | |
| •Collect information about internships and employment options | |
| 1. Begin to contact Alumni from the RU Alumni Career Network located in Career Center. | |
| 2. Consider participating in the RU Externship program with an alum during the Christmas break or other holidays from school. | |

Junior Year--Focus on Internships

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| •Refine your resume and make sure the Center has a copy for employers to preview during recruiting events | |
| 1. Use the Resume Writing Assistants in the Center to make sure you have highlighted all of your academic, employment, and out of class activities in a positive marketing document. | |
| 2. Develop your resume using "Optimal Resume" software | |
| 3. Do you have both a perfect hard copy of the resume as well as an electronic version? | |
| 4. Make sure an extra copy is available in your portfolio at all times. | |
| •Attend the "Success Seminars" offered by Career Services to learn about interviewing and networking | |
| 1. Be able to use a "Two Minute Introduction" or the "30 Second Commercial" effectively whenever you talk to employers or you are networking. | |
| 2. Practice the answers to "Frequently Asked Questions." | |
| 3. Know how to effectively research employers before interviewing. | |
| 4. Learn how to write the perfect cover letter to accompany your resume when you send it to employers. | |
| •Plan to complete a summer internship or find one for your senior year | |
| 1. Work in a field that is closely related to your major or ultimate career goals for post graduation. | |
| 2. Register with "HireAHighlander" to get information about available internships in your area. | |
| 2. Get reference letters from supervisors at your summer work site. | |
| 3. Save examples of your work projects at the internship for your portfolio to show others. | |
| 4. What did you accomplish at this work experience that might be something you could do for another employer? | |
| 5. Be able to list 2 to 3 accomplishments at all of your work experiences. | |
| •Attend the internship and career fairs sponsored by RU | |
| 1. Can you name the four RU sponsored career fairs each year? | |
| 2. List the employers that attend these fairs that want to speak with students with your major and/or skills about options for employment and or internships. | |
| •Begin to collect references | |
| 1. Have a list of at least 3 to 4 people who are willing to serve as a reference. | |
| 2. Have at least two reference letters in your portfolio. | |
| •Network with employers, friends, faculty, and alumni | |
| 1. Make a list of at least ten people you know through your family, friends, roommates, church, classes, clubs and activities that you could begin networking with over the summer to seek information about great employment options after graduation. | |
| 2. Become familiar with RU's Alumni Career Network; over 500 alumni are willing to assist you. | |

Senior Year--Employment Search and Results

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| •Finalize your initial career goals | |
| 1. Can you name the entry level job title you will be seeking after graduation this year? | |
| 2. How much do people who enter work at this job function typically get paid to start? What is the national average? What is the state average? | |
| 3. Name a general geographic location that you would like to search to find employment? | |
| 4. Research on location related to costs of living, employment availability, and quality of life issue | |
| •Begin your job search; fine tune your resume | |
| 1. What are organizations and names of human resources contacts you will be pursuing this year? | |
| 2. List at least 5 organizations to whom you plan to apply during the year. | |
| 3. Why are you a fit or good prospect for each of these organizations? | |
| 4. Do the highlights or professional summary sections of your resume prove why you are a fit for these organizations? | |
| •Complete second internship; 60% of internships convert to fulltime offers | |
| 1. List your all paid and unpaid work experiences that are directly related to what you want to do after graduation. | |
| 2. Do you have a good reference from each of the supervisors for whom you have worked? | |
| 3. Have samples of all projects you completed during the internships in your presentation portfolio. | |
| •Attend all career fairs | |
| 1. Have you checked the Career Services Center's website and calendar for information on the many career fairs held around the State of Virginia and in other major metropolitan areas? | |
| 2. Plan to attend both RU sponsored fairs and others so that you have multiple chances to speak with employers and understand your fit within the organizations. | |
| 3. Complete research on the companies at the career fairs before you attend so that you can ask intelligent questions. | |
| 4. Practice your "Two Minute Introduction." | |
| •Participate in the Protocol Seminars for business etiquette training | |
| 1. Do you know how to shake hands and exchange business cards while networking? | |
| 2. Learn how to manage yourself in interview meal situations with confidence. | |
| 3. What are the key things to remember as you enter a room and make introductions? | |
| 4. What are the business "Dress for Success" rules? Do you have an interview suit? | |
| •Interview with Confidence | |
| 1. Practice interviews in mock interviewing role-play situations with staff in Career Services. | |
| 2. Do you know what questions you can ask each of the employers with whom you interview? | |
| 3. Develop a thank you note to use after each interview. | |
| •Employment Offers and Negotiations | |
| 1. Speak to the Career Center professionals for help with balancing multiple offers and how to tactfully stall if you need more time to make a decision and negotiate for your salary. | |
| 2. List your "Must Have" items in any employment offer. | |
| 3. Be able to handle rejection and turn it into a positive element for the next search. | |
| 4. RESULTS = Have at least two offers when you graduate so you have a choice and can make an intentional decision on your first career step into your professional life. | |
| 5. Attend Graduate School Information Fairs. Gather information about graduate schools and taking entrance exams for graduate school. | |