

Career Ready Plan Personal Evaluation

The intention of this assignment is to help you evaluate your personal development and assess your stage of preparation for your career. The DeVry Career Ready Plan is a systematic plan that allows you to develop competencies and prepare for your job search.

Please review the four stages of the Career Ready Plan and the task list in each phase. Write at least two paragraphs on each stage. Develop one-two sentences for each bullet point discussing the tasks you have completed, providing specifics when appropriate. If you believe a task item does not apply to you, explain why and what you think you should do instead of that particular task.

In the appendix, include a copy of your mission statement, your SMART Goals, your current resume (draft is acceptable), and your elevator pitch if you have those listed in your 'completed' paragraph. This paper is due at the end of Week 5. You will be working on developing the missing components in other classes and finalize your career ready plan in CARD405/415. Please keep copies of your work, your paper, and all certificates earned in volunteer efforts from this point on. You will need them for your CARD405/415 class.

For the "Not Completed" tasks, you should address the following: "Who will assist you with accomplishing these tasks? What resources or support do you need?" The projected dates of completion for some of the more advanced tasks (Develop & Explores especially) may fall outside the current 8-week session. However, as stated previously, you need to expound on and define your personal plan for accomplishing the items not completed.

The paper format should follow APA format, be sure to double space, and use the headings / sub-headings noted below.

Prepare

- Identify the core values you want your work to reflect
- Write a mission statement and career-related SMART goals (attach to an Appendix)
- Take an inventory of your most marketable career-related skills
- Define your ideal job
- Review current or past jobs to identify transferable skills
- Join campus organizations – what organizations are on campus, which will be best for your resume? Why?
- Identify your career objectives and how they relate to your degree program
- Audit your online identity, clean up your Facebook page; set proper security levels – What do you need to do? How can you maintain and monitor your online identity?
- Create a LinkedIn profile; connect with at least 5 people in your network before you turn this in. Who are they, who are they connected to, why did you select them?

Explore

- Familiarize yourself with library/research resources (Occupational Outlook Handbook, LexisNexis, Onetonline, Degree Works, etc.) How will these be helpful to you?
- Research potential employers in your field (you may have done this in COLL148); attend career fairs (When is the next DeVry Campus Career Fair?)
- Research potential job titles and salaries in your field (Another COLL148 assignment)
- Learn required entry-level or next-level job skills; consider ways to acquire/develop these skills

- Connect with 5-10 working professionals you know to learn about career paths of interest (Did you do an informational interview in COLL148?)
- Investigate experiential learning opportunities (volunteering, Federal Work Study, internships, part-time off campus jobs, job shadowing) – did you check the job board? Where else should you look? Who would be able to assist you?
- Identify 3 people who would be good references for you now – why did you select them?
- Expand your list of LinkedIn networking contacts to 100 people (What type of people are you looking to connect with? What groups or organizations are you connected to?) What is your process for engaging in LinkedIn?

Develop

- Develop an elevator pitch (attach to the appendix)
- Attend networking events and career seminars on and off campus – what did you attend or plan to attend? Why?
- Learn how to dress for success – how will you do this?
- Conduct informational interviews with alumni, staff, faculty, family, friends, and people in your field.
- Conduct mock interview(s) with career services staff or your faculty mentor.
- Apply for internships (Did you discuss the Internship Class offered on campus with your SSA?)
- Identify a potential coach or mentor in your field – check in with your faculty advisor for assistance, who did they recommend?

Launch

- Create a budget for tracking job – search time and activities / explain how you will do this (track time & costs)
- Upload resumé into Hire DeVry – who can help with this, what is the process?
- Consider business cards and/or a networking resumé – VISTA PRINT HAS FREE CARDS
- Create list of 10-20 employers
- Conduct informational interviews – who will you interview?
- Follow targeted employers on LinkedIn, Twitter, Facebook, and Google Alerts – who are you following, who do you need to look for?
- Prepare answers to common interview questions; conduct mock interviews; practice accomplishment stories and an elevator pitch – where will you find questions for consideration?
- Attend career fairs; expand LinkedIn networking contacts to 200 people; join associations (which ones?)
- Gather at least 3 written or online references – who will be able to provide these for you when the time comes?