

Career Action Plan *for First-Year Students*

Tips to help you adjust to university life, discover opportunities that campus offers, and explore your path to career success:

- **Visit CCPD!** Check out online career resources at www.clarion.edu/career and visit us at our Clarion or Venango Campus offices. See contact information at bottom of page.
- **Get Connected!**
 - Find part-time university student employment/work study jobs on JobX at <http://www.clarion.edu/myclarion-tools.html> and select JobX.
 - Find off-campus jobs, career events, explore internships and jobs related to your major, plus learn about employers using Handshake at clarion.joinhandshake.com.
- **Get involved!** Stop by Activities Day to learn about recognized student organizations (RSO's) that match your social and career interests. For a complete RSO listing, visit CUConnect.
- **Volunteer!** Whether you live on campus, off-campus or at home, get involved in your community to meet new people, and develop interpersonal and social skills...two skills which are valued by employers!
- **Expand your experiences!** Employers consistently rank "on-the-job experience" as a top qualification for college graduates. Gain practical experience through part-time work, internships, and student employment programs. Check out www.clarion.edu/experience.
- **Attend a career fair!** CCPD hosts several career and job fair events where you can connect with employers/agencies that offer volunteer, internship, summer job, or employment opportunities. Don't wait until your senior year!
- **Create a resumé draft!** Visit our resume writing site at www.clarion.edu/resumes to learn how to create a rough draft. Submit your document to resumes@clarion.edu for feedback.
- **Build your portfolio!** Save samples of your course-related documents and special projects to be prepared for your internship or job search.
- **Investigate!** Use online, print, and people resources to research occupations and companies that interest you. Check out our resources at www.clarion.edu/explore.
- **Stay current with campus information and events.** See www.facebook.com/clarionu, The Clarion Call, WCUB-TV (Channel 19), WCUC-FM 91.7, CUConnect and university email to keep informed.
- **Polish your skills!** Visit your Success Coach for help with studying, note-taking, time management, and test-taking skills. See: www.clarion.edu/firstyear.
- **Meet your academic advisor!** Stay informed about what's happening in your major, get guidance on registering for classes, and learn how to navigate your academic program.
- **Explore/Declare a major:**
 - Visit the Majors and Careers web page at www.clarion.edu/careerresearch
 - Visit the University Advising Services Center at www.clarion.edu/advising

Center for Career and Professional Development at Clarion University
Clarion Campus: 419 Becht Hall Phone: 814-393-2323 E mail: careers@clarion.edu
Venango Campus: 122 Suhr Library Phone: 814-393-1373
Website: www.clarion.edu/career