

CAREER DEVELOPMENT CHECKLIST

First Year: Assessment and Major Exploration

Identify your skills, personality, lifestyle preferences, interests and values and explore matching majors and career fields	<i>Date Completed</i>
Take active responsibility for your major and career decisions	
Visit the Career Development Office for individual Career Advising	
Meet with your Faculty Advisor to discuss major and career options	
Complete the major matching assessment at www.mymajors.com to identify potential major and minor areas of interest	
Complete an interest assessment to help identify your areas of Career interest (you can find several assessments online at http://www.heidelberg.edu/studentlife/careerdevelopment/students/choosing/self-assessment)	
Consult the “Deciding Major” resources in the Career Information Library, including the “What Can I Do with a Major In” series	
Ask your friends and family concerning what career paths they believe are a good fit for your skills and personality	
Review the list of undergraduate majors at Heidelberg and select your possibilities	
Attend the “Career Discovery Week” events in September	
Keep an open mind in all of your general education courses – a topic you are studying may spark the desire to explore further as a major or minor	
Develop and practice good work – related skills like time management, reliability, and flexibility to excel in college and beyond	
Review potential job descriptions and required level of education for different types of careers at http://online.onetcenter.org/ , http://www.bls.gov/oco/ , or http://www.jobprofiles.org/	
Develop personal and professional relationships by getting involved with athletics, student organizations on campus, and other extracurricular activities	
Acquire technology skills (word processing, spreadsheet, database management)	
Enroll in NDI 116 (Career Exploration Course)	
Compile a career portfolio: syllabi, class papers and projects, presentation outlines, major requirements, and job descriptions that catch your attention	
Develop a resume for summer employment – utilize Resume Worksheet at	
Secure a part –time job, summer job, or volunteer experience that corresponds to your career goals	