

CAREER SERVICES

Career Degree

CAREER DEVELOPMENT PLAN

For students pursuing Associate of Applied Science (A.A.S.) degrees

ACTIVITIES

HELPFUL RESOURCES

0-15 CREDIT HOURS

Complete PAWS, including career assessment then schedule an appointment with career counselor for an in-depth self-exploration

Conduct career exploration using O*Net, CareerOneStop.org, Occupational Outlook Handbook and other resources

Explore and choose an academic focus area; meet with your academic advisor to align academic courses with career path

Begin building professional network; talk with faculty, alumni and others about careers; actively participate in student organizations/events (including Involvement Fair)

Volunteer, find work-based learning opportunities (including job shadowing) related to your degree

Find and bookmark Career Services webpage and resources, including skills that employers seek in job candidates

16-30 CREDIT HOURS

Meet with assigned academic advisor; confirm degree plan aligns with career goals

Conduct job shadowing/information interviews with professionals in field(s) you are considering; identify employer mentors in your degree; continue building professional network

Look for events including skillshops to build soft skills, career skillshops and events related to career pathway

Research school-break job opportunities and volunteer positions that offer work experience related to degree

Learn how to develop a professional quality resume and build references; refine elevator pitch

Seek out Career Services to keep up with information on career-related activities, skillshops, job board/work-based learning opportunities; attend career and job fairs

www.pstcc.edu/counseling/career

www.onetonline.org
www.careeronestop.org
www.bls.gov

Academic Advisor/Advising

Classes, Student Engagement and Leadership (SEAL)

Student Care and Advocacy, Career Services Job Board and Employer Links, Speak with faculty/staff/alumni

www.pstcc.edu/placement

Program Academic Advisor

Faculty, Alumni, etc.

Career Services, SEAL, other departments/employers events

Job boards, job/career fairs, research area employers

Career Services

Career Services; Chambers of Commerce



**PELLISSIPPI STATE
COMMUNITY COLLEGE**

ACTIVITIES

HELPFUL RESOURCES

31-45 CREDIT HOURS

Gain experience – pursue part-time employment/shadow professional in jobs you find interesting; seek work-based learning opportunities, volunteer opportunities related to degree

Talk to professors and other mentors about being references and/or writing recommendation letters in the future

Practice interviewing via mock interviews; continue informational interviews at companies of interest

Utilize Career Services: update resume, references, letters of recommendation, and have resume critiqued; create LinkedIn profile; clean up online presence; continue refining elevator pitch

Learn about job search strategies; research jobs, companies and industries; begin applying for internships

Participate in on-campus and off-campus career/job fairs; business visits to campuses, etc.

46-60 CREDIT HOURS

Participate in work-based learning opportunities; complete internship (if required)

Take advantage of Career Services resources, including employment services, by setting up placement file; update resume, cover letter, references; update LinkedIn profile; clean up social presence

Attend on-campus and off-campus career and job fairs

Use job search strategies and apply for jobs related to degree; Utilize your professional network to prepare for and find job opportunities; connect with employer mentors, informational interviewers

Continue practicing and refining elevator pitch

Practice interview skills; participate in mock interviews

Job Boards; speak with academic instructors;
Student Care and Advocacy

Career Services; seek out companies

Career Services

Research online; attend skillshops

Career Services

Job boards; work with program advisor/
internship coordinator

Career Services/Student Placement Setup

Career Services