Professional Development Planning

Career Opportunities & Employer Relations (COER)
3rd Floor Norwood Hall

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Where will you be in 4 years?

- What do you want to do after graduation?
- Do you know how to get there?
Four Important Things You Need to Know!

1. Employers recruit early

2. Employers value specific skills

3. It is your responsibility to:
   a. Obtain the skills required to **DO** the job you want
   b. Obtain the skills required to **FIND** the job you want

4. Just obtaining a degree will not guarantee you will get a job
FRESHMAN YEAR

1. Attend a New MinerJobs Users Orientation!

2. Register for MinerJobs and GoinGlobal

3. Create a resume and have it reviewed by a COER Career Advisor
4. Explore COER website: career.mst.edu
5. Attend COER workshops
6. Start a Career Development Notebook
7. Explore externship opportunities or conduct informational interviews
8. Consider volunteer positions or join a design team
9. Purchase business attire or visit the COER Suit Closet

10. Begin NETWORKING!
   - Create a contact list
   - Attend employer info sessions and networking events

11. Attend career fairs
1. Update your resume and have it reviewed by a COER Career Advisor
2. Update your MinerJobs profile and re-register for GoinGlobal
3. Join campus organizations
4. Consider co-op, internship, externship and study abroad opportunities
5. Attend COER workshops
6. Schedule a practice interview
7. Take the Strengths Quest Assessment
8. Start building your online brand
9. Continue Networking!
   • Research companies you are interested in
   • Attend BOTH career fairs
10. Develop relationships with faculty and employers
    • Begin putting your reference page together
11. Maintain your GPA!
1. Continue with campus involvement and become a leader
2. Update your resume and have it reviewed by a COER Career Advisor
3. Update your MinerJobs profile and re-register for GoinGlobal
4. Secure a co-op or intern position
5. Attend COER workshop
6. Schedule a practice interview with a COER Career Advisor
7. Attend BOTH career fairs
8. Write a cover letter (Maybe!)
9. Investigate Graduate School opportunities
10. Maintain your GPA
11. Retake classes with poor performance
12. Maintain your online brand
Adapt your resume to each job and have it reviewed by a COER Career Advisor

Update your MinerJobs profile and re-register for GoinGlobal

Purchase a business suit
Senior Year

- Attend a COER Etiquette Dinner
- Research average starting salaries for your major
- Attend BOTH career fairs and continue networking
SENIOR YEAR

- TAKE graduate school entrance exams
- EVALUATE job offers; seek assistance from COER Career Advisors, if needed
- REPORT your post-graduation plans to COER
- JOIN your local alumni chapter
What Employers Want

**NACE Job Outlook**
1. Teamwork
2. Leadership
3. Communication Skills
4. Problem Solving Skills
5. Strong Work Ethic
6. Analytical Skills
7. Initiative
8. Technical Skills
9. Interpersonal Skills
10. Organizational Ability

**Missouri S&T Employers**
1. Ethical Behavior
2. Problem Solving Skills
3. Teamwork
4. Initiative
5. Communication/Analytical Skills
6. Interpersonal Skills
7. Technical Knowledge
8. Adaptability
9. Detail Oriented
10. IT Skills
Why a PDP after college?
- Tangible Tool
- Future Reference
- Visual Outline
- Helps Identify
  - Current and Future Needs
  - Specific To-do Items
  - Resources Needed
- Creates a Structured Plan and Timeline
CAREER PDP PLANNING

Visioning an Ideal Future

What else is important for you to notice about this future?

Timeframe
- Specific Date
- Year
- Birthday
- Important milestone

Where:
- Describe where you work and live
- Work location
- Home location
- City / State / Country
- City / Suburbs / Country / Beach

Who:
- Describe those around you
- Who do you work with?
- Who are your friends?
- Who are your family members?
- Who do you work for?

Who are You?
- How do you feel?
- What are you wearing?
- Where do you vacation?
- How do you relax?
- What do others say about you?
- Who are you now able to be?
- What have you already accomplished?

What:
- Describe what you see yourself doing
- Work function
- Roles
- Leadership?
- Management?
- Self-employment?
- Entrepreneur?
- Individual contributor?
- Teach / Mentor / Coach?
CAREER PDP PLANNING

Career Development

Management career path
- General Director
- Department Manager
- Department Supervisor

Professional Career Path
- Senior Level
- Middle Level
- Basic Level

New Employee
CAREER PDP PLANNING

Career Goals and Objectives

- Professional & Skills Development
- Performance Evaluations
- Education
- Experience
Questions?

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