# 4-Year Career Action Plan

## Parent

### Freshman

**Explore Options**

**Discover**
Browse the programs, resources, and services the CCD has to offer. Visit ccd.rice.edu.

Encourage your student to make an appointment with a counselor to learn about our programs, resources, and services.

**Support**
Support your student in exploring new areas of study and interest. Career and personality assessments such as the Strong Interest Inventory and Myers-Briggs type Indicator can help with this process.

**Encourage**
Encourage your student to begin developing a work-related or skills-based resume. Have your student meet with a career counselor or attend a resume workshop to get started.

**Share**
Provide perspective by sharing your own career journey. Join www.sallyportal.org to share advice about networking, interviewing, transitioning into the first job, and more!

## Sophomore

**Research Career & Industry**

**Be Patient**
Your student may experience indecision regarding major or career choice.

**Connect**
Direct your student to family, friends, or colleagues in fields and industries of interest.

**Offer Feedback**
Provide insight to your student on what you have observed to be their strengths and interests.

**Suggest**
Recommend that your student enroll in UNIV 212: Career and Life Options and meet with a career counselor.

## Junior

**Develop Professional Skills**

**Encourage**
Remind your student that it is never too soon or too late to seek an internship or summer job.

**Seek Perspective**
Have colleagues or hiring professionals review your student’s resume and cover letter.

**Build Wardrobe**
Help your student dress for success. Direct them to CCD resources such as Dress for Success/Career Gear if funds are tight.

**Share Contacts**
Provide names of professionals who may be a useful resource. Let your student conduct the job search – not you!

## Senior

**Expand Your Network**

**Utilize Resources**
Encourage your student to attend career and internship expos, informational workshops, networking sessions, and meet with a career counselor to refine professional communication skills and job search strategies.

**Empathize & Support**
Continue to provide support and positivity through the job search process – remember what it was like when you were applying and interviewing for jobs. Be sure not to project your own stress and anxiety on your student during this journey.

## About the Center for Career Development

**Vision:** To empower all Rice students to find and make their place in the world.

**Mission:** We believe all Rice students are capable of achieving their professional goals. Our mission is to support this by:

- **Educating** them on knowledge of self, career options and resources,
- **Connecting** them with opportunities through the global Rice network and
- **Empowering** them with the confidence, skills and tools to achieve lifelong career fulfillment.

## Host/ Hire an Owl

We invite you to help Rice students gain a professional advantage by serving as a career mentor.

**Externships:** Host a student (or group of students) for a one to five day job shadowing experience to help them explore career options.

**Internships:** Rice students are highly motivated, pre-professionals who can provide a new perspective and contribute to your organization.

## Connect with Us

- [Website & Events Calendar](ccd.rice.edu/calendar)
- [ CCD Instagram](ccd.rice.edu)
- [ CCD Twitter](ccd.rice.edu)
- [ CCD Facebook](ccd.rice.edu)
- [ CCD LinkedIn](ccd.rice.edu)
- [ @RiceCCD](ccd.rice.edu)

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**Rice Center for Career Development**