



# PARENT

## 4-YEAR CAREER ACTION PLAN

### 1 FRESHMAN EXPLORE OPTIONS

#### DISCOVER

**Browse** the programs, resources, and services the CCD has to offer. Visit [ccd.rice.edu](http://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 the 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](http://www.sallyportal.org) to share advice about networking, interviewing, transitioning into the first job, and more!

### 2 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.

### 3 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!

### 4 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



@RICECCD

**WEBSITE & EVENTS CALENDAR**  
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