



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.

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 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



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WEBSITE & EVENTS CALENDAR
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RICE

Center for Career Development