Career Development Syllabus

Term: SY 2025-2026
Office: Career Development and Employer Relations
Contact: Careers@captechu.edu

Course Overview

This course is designed to help students build their professional brand, enhance job application materials, and secure internships or jobs in the tech industry. By the end of the term, students will have developed essential career readiness skills, including resume writing, interviewing, networking, and job searching.

Learning Objectives

By completing this syllabus, students will:

- Develop a professional resume and cover letter
- Gain interview experience through mock interviews
- Enhance job search strategies by applying for tech-based internships/jobs
- Improve financial literacy by creating a monthly budget
- Build an online presence through LinkedIn updates
- Engage with career fairs and professional workshops

Course Schedule

Fall Semester: Career Exploration & Planning

- Attend Fall Career Fair
- Develop an Individual Employment Plan (IEP)
- Log into Simplicity and explore job postings

Fall Semester: Resume & Cover Letter Development

- Create or edit a professional resume
- Write or refine a cover letter
- Seek feedback from career advisors or peers

Fall Semester: Interview Preparation

- Schedule and complete at least 2 mock interviews (in-person or via Simplicity)
- Research common technical and behavioral interview questions
- Practice responses using STAR (Situation, Task, Action, Result) method

Spring Semester: Job Applications & Networking

- Attend Spring Career Fair
- Apply for at least 15 tech-based internships/jobs
- Customize resumes and cover letters for each application
- Reach out to recruiters or professionals for informational interviews

Spring Semester: Professional Development & Budgeting

- Attend at least 2 virtual or in-person workshops related to career growth
- Develop or edit a monthly budget to manage expenses
- Review and adjust job search strategies as needed

Spring Semester: Online Branding & Final Steps

- Update LinkedIn profile with skills, experiences, and professional summary
- Engage in networking by posting relevant content or connecting with industry professionals
- Reflect on the progress made and set future career goals

Assessment & Grading

This course is self-paced, but students should aim to complete all tasks by the end of the term. Progress can be tracked through:

✔ Completion of each task (tracked in a career journal or spreadsheet)

✔ Submission of updated resume, cover letter, and LinkedIn profile

✔ Participation in career fairs, workshops, and mock interviews

Resources

- **Simplicity**: https://captechu-csm.symplicity.com/
- **LinkedIn**: Linkedin.com
- **Career Services Office**: Resume reviews, workshops, and job search support

Career Development Plan (August 2025 – May 2026)

🎯 **Goal:** Develop career readiness skills and secure a tech-based internship/job by August 2026

Freshman Year Plan

Fall 2025 (August – December)

- ☐ Attend **Fall Career Fair**
- ☐ Create a **resume and cover letter** (first draft by September)
- ☐ Develop an **Individual Employment Plan (IEP)** (by October)
- ☐ Log into **Simplicity** and explore job postings
- ☐ Attend at least **1 career workshop**

Spring 2026 (January – May)

- ☐ Attend **Spring Career Fair**
- ☐ Complete at least **2 mock interviews** on Simplicity
- ☐ Apply for at least **5 tech-based internships/jobs**
- ☐ Develop a **monthly budget** for financial planning
- ☐ Attend at least **1 more career workshop**
- ☐ Create a **LinkedIn Profile** and connect with professionals

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📌 Sophomore Year Plan

Fall 2025 (August – December)

- ☐ Attend **Fall Career Fair**
- ☐ Edit **resume and cover letter** (by September)
- ☐ Review and update **Individual Employment Plan (IEP)**
- ☐ Log into **Simplicity** and explore advanced job listings
- ☐ Complete at least **1 mock interview**

Spring 2026 (January – May)

- ☐ Attend **Spring Career Fair**
- ☐ Complete at least **2 mock interviews** (on Simplicity)
- ☐ Apply for at least **5 tech-based internships/jobs**
- ☐ Develop or adjust **monthly budget**
- ☐ Attend at least **2 virtual/in-person career workshops**
- ☐ Update **LinkedIn Profile** with new skills/experiences

📌 Junior Year Plan

Fall 2025 (August – December)

- ☐ Attend **Fall Career Fair**
- ☐ Edit and tailor **resume and cover letter** for specific roles
- ☐ Review and refine **Individual Employment Plan (IEP)**
- ☐ Log into **Simplicity** and apply for internships
- ☐ Complete at least **1 in-person or virtual mock interview**

Spring 2026 (January – May)

- ☐ Attend **Spring Career Fair**
- ☐ Complete at least **2 mock interviews** (in-person or on Simplicity)
- ☐ Apply for at least **15 tech-based internships/jobs**
- ☐ Develop or adjust **monthly budget**
- ☐ Attend at least **2 virtual/in-person career workshops**
- ☐ Update **LinkedIn Profile** and engage with professional connections

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📌 Senior Year Plan

Fall 2025 (August – December)

- ☐ Attend **Fall Career Fair**
- ☐ Finalize **resume and cover letter** for full-time job applications
- ☐ Develop and review **Individual Employment Plan (IEP)**
- ☐ Log into **Simplicity** and apply for job postings
- ☐ Complete at least **1 in-person mock interview**

Spring 2026 (January – May)

☐ Attend **Spring Career Fair**
☐ Complete at least **2 mock interviews** (in-person or on Simplicity)
☐ Apply for at least **15 tech-based jobs**
☐ Finalize and maintain a **monthly budget**
☐ Schedule at least 1 one to one meeting with Career Development Office
☐ Attend at least **2 virtual/in-person career workshops**
☐ Update **LinkedIn Profile** with relevant experience and job search status
☐ Complete a minimum 20 applications per month

📊 Tracking & Accountability

✔ Use a **career tracker** (Google Sheets, Notion, or planner) to mark progress
✔ Check-in with a **mentor/advisor** every **3 months**
✔ Adjust goals based on progress and industry trends

THE CAPITOL COMMITMENT
STUDENT
AGREEMENT

I agree to complete the following activities as part of the Capitol
College Commitment.

Requirements:
- Graduate with a bachelor of science degree with a minimum cumulative GPA of at least 2.75
- Complete a minimum of 40 credits at Capitol Technology University (20 credits in your major)
- Complete one Capitol-verified work experience related to your field of study.
- Maintain a status of 6 or more credits per semester unless on a school-sponsored co-op or internship.
- Attend Career Conference every Fall and Spring semester
- Attend at least three school-sponsored student enrichment events each year of attendance
- Actively work with Career Services to find a job, including registering with the Online Career Center (Simplicity)
- Create resume during first accepted semester
- Complete yearly Individual Employment Plan
- Complete yearly Budget
- Complete mock interviews during each semester enrolled
- Submit at least 5 job applications during Freshmen and Sophomore years
- Submit at least 15 job applications during Junior and Senior years
- Make a good-faith effort to find a job after graduation
- Be a US Citizen or Permanent Resident

Definition & Details:
- Job is defined as one job offer. If you choose to attend graduate school instead of entering the workforce, your acceptance into a graduate school will count as a job offer. Conditional offers will count as a job offer.
- The spring issue of the quarterly salary survey, published by the National Association of Universities and Employers for each degree program, will determine competitive salary for a given graduating year. Copies of the salary survey are available in the Career Services office. The salary survey reports salaries in the 25th, 50th, and 75th percentiles. The minimum salary will be within 25% of the 25th percentile.
- Within 90 days of conferral is defined as within 90 days of the conferral date of your degree or the date your last class was completed, whichever date is later.
- For example, for a May graduate, the 90-day period starts from the day of commencement. For students who graduate in August or December, the 90-day period starts from the day of the following May commencement.

If the student named herein fulfills each of the stated requirements and does not have a job offer at a competitive salary within 90 days of degree conferral or completion, Capitol Technology University will grant the student a tuition waiver. Application for redemption of this waiver must be made within 210 days of degree conferral or completion. This tuition waiver will allow you to take up to 36 undergraduate credits within a continuous 12-month period while you continue to look for employment with the Office of Career Services. Once you have received a job offer, the college's guarantee will have been fulfilled, and the institution has no further obligation. If, after completing the 36 hours, you still do not have a job offer, the Office of Career Services will continue to work with you until you do.

_____ _____   Date _____

Signature

_____

Name (please print)

_____

E-mail

Accepted by Capitol College:

_____ _____   Date _____

Signature

_____

Name (please print)

_____

Title

Capitol Commitment Request Form

Complete checklist, sign, and send to Careers@captechu.edu

Academic & Graduation Requirements

☐ Maintain a minimum cumulative GPA of 2.75
☐ Complete at least 40 credits at Capitol Technology University
☐ Earn at least 20 credits in major-related courses
☐ Successfully graduate with a Bachelor of Science degree

Career Preparation & Engagement
Freshman Year Plan

Fall 2025 (August – December)

☐ Attend Fall Career Fair
☐ Create a resume and cover letter (first draft by September)
☐ Develop an Individual Employment Plan (IEP) (by October)
☐ Log into Simplicity and explore job postings
☐ Attend at least 1 career workshop

Spring 2026 (January – May)

☐ Attend Spring Career Fair
☐ Complete at least 2 mock interviews on Simplicity
☐ Apply for at least 5 tech-based internships/jobs
☐ Develop a monthly budget for financial planning
☐ Attend at least 1 more career workshop
☐ Create a LinkedIn Profile and connect with professionals

Sophomore Year Plan

Fall 2025 (August – December)

☐ Attend Fall Career Fair
☐ Edit resume and cover letter (by September)
☐ Review and update Individual Employment Plan (IEP)
☐ Log into Simplicity and explore advanced job listings
☐ Complete at least 1 mock interview

Spring 2026 (January – May)

- ☐ Attend Spring Career Fair
- ☐ Complete at least 2 mock interviews (on Simplicity)
- ☐ Apply for at least 5 tech-based internships/jobs
- ☐ Develop or adjust monthly budget
- ☐ Attend at least 2 virtual/in-person career workshops
- ☐ Update LinkedIn Profile with new skills/experiences

Junior Year Plan

Fall 2025 (August – December)

- ☐ Attend Fall Career Fair
- ☐ Edit and tailor resume and cover letter for specific roles
- ☐ Review and refine Individual Employment Plan (IEP)
- ☐ Log into Simplicity and apply for internships
- ☐ Complete at least 1 in-person or virtual mock interview

Spring 2026 (January – May)

- ☐ Attend Spring Career Fair
- ☐ Complete at least 2 mock interviews (in-person or on Simplicity)
- ☐ Apply for at least 15 tech-based internships/jobs
- ☐ Develop or adjust monthly budget
- ☐ Attend at least 2 virtual/in-person career workshops
- ☐ Update LinkedIn Profile and engage with professional connections

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Senior Year Plan

Fall 2025 (August – December)

- ☐ Attend Fall Career Fair
- ☐ Finalize resume and cover letter for full-time job applications
- ☐ Develop and review Individual Employment Plan (IEP)

- ☐ Log into Simplicity and apply for job postings
- ☐ Complete at least 1 in-person mock interview

Spring 2026 (January – May)

- ☐ Attend Spring Career Fair
- ☐ Complete at least 2 mock interviews (in-person or on Simplicity)
- ☐ Apply for at least 15 tech-based jobs
- ☐ Finalize and maintain a monthly budget

- ☐ Schedule at least 1 one to one meeting with Career Development Office

- ☐ Attend at least 2 virtual/in-person career workshops
- ☐ Update LinkedIn Profile with relevant experience and job search status

- ☐ Complete a minimum 20 applications per month (Oct-Dec for Winter Grads, March-May for Spring Grads)

Post-Graduation Job Search
- ☐ Actively apply for jobs in my field of study
- ☐ Accept a full-time position or graduate school admission within 90 days
- ☐ If no job offer is received, apply for the tuition waiver within 210 days
- ☐ If granted, enroll in up to 36 tuition-free undergraduate credits within a 12-month period

_____ Date _____

Signature

_____

Name (please print)

_____

E-mail

Accepted by Capitol College:

_____ Date _____

Signature

_____

Name (please print)

_____

Title

<u>**Create Your Resume (Due September 30, 2025)**</u>

<u>**Resources**</u>

<u>**Simplicity Resume Builder**</u>

<u>**AI Resume Builder**</u>

<u>**Upload to simplicity profile once complete**</u>

Essential Resume Headers:

1. **Contact Information** – Name, phone number, email, LinkedIn (optional).
2. **Professional Summary** (or **Objective**) – A brief statement highlighting your career goals and key skills.
3. **Education** – School name, degree, graduation date, and relevant coursework (if applicable).
4. **Work Experience** – Job titles, company names, dates of employment, and key responsibilities/accomplishments.
5. **Skills** – Relevant technical, soft, and industry-specific skills.

Additional Resume Headers (Optional, Based on Relevance):

6. **Certifications & Licenses** – Professional certifications and licenses relevant to the job.
7. **Projects** – Personal, academic, or professional projects showcasing relevant experience.
8. **Volunteer Experience** – Community service or unpaid work relevant to the position.
9. **Awards & Achievements** – Recognitions, honors, and scholarships.
10. **Extracurricular Activities** – Leadership roles, clubs, and student organizations.
11. **Publications & Research** – Academic papers, articles, or research contributions

Certifications

Keys to Choosing the Right Certifications

Selecting the right certifications can boost your resume and career prospects. Here's how to choose wisely:

1. Align with Career Goals

- Choose certifications relevant to your industry and job aspirations.
- Example: **CompTIA A+** for IT, **CPA** for accounting, **CFA** for finance.

2. Industry Recognition & Credibility

- Prioritize certifications from **well-known organizations** (e.g., Google, Microsoft, AWS, PMI).
- Research employer preferences in job descriptions.

3. Skill Enhancement

- Pick certifications that add valuable skills to your expertise.
- Example: **Google Data Analytics** for analytical skills, **AWS Certified Solutions Architect** for cloud computing.

4. Cost & Return on Investment (ROI)

- Compare costs with potential salary benefits.
- Look for **free or affordable** options (Coursera, LinkedIn Learning, Udemy).

5. Time Commitment & Difficulty

- Assess how long it takes to complete (weeks vs. months).
- Consider your current workload and availability.

6. Expiration & Renewal Requirements

- Some certifications require renewal (e.g., PMP, AWS, CISSP).
- Check if you need to retake exams or earn continuing education credits.

7. Employer & Industry Demand

- Look at job postings to see which certifications are frequently required.
- Network with professionals in your field to get recommendations.

General Formatting

- ✅ **Length**: 1 page for most professionals (up to 2 pages for extensive experience or academic roles).
- ✅ **Font**: Use professional fonts like Arial, Calibri, or Times New Roman (10-12 pt).
- ✅ **Alignment**: Consistent formatting; dates, job titles, and sections aligned neatly.

Header

- ✅ **Full Name**: Large and prominent at the top.
- ✅ **Contact Information**: ○ Phone number
- ○ Professional email address.
- ○ LinkedIn profile or portfolio (optional but recommended).

- ✅ **Optional**: City and State, if relevant.

Summary/Objective

- ✅ **Tech Focus:** Includes strengths in the technology sector with minimal highlights of soft and transferable skills.

Professional Experience

- ✅ **Job Titles**: Clearly stated, bolded or italicized for emphasis.
- ✅ **Company Name and Location**: Include city and state (or remote).
- ✅ **Dates of Employment**: Use consistent formatting (e.g., Jan 2020 – Dec 2022).
- ✅ **Bullet Points**: ○ Start with strong action verbs (e.g., *develop*, *manage*, *optimize*).
- ○ Quantify achievements when possible (e.g., "Increased sales by 20%").
- ○ Focus on accomplishments, not just responsibilities.

Education

- ✅ **Institution Name and Location**: Include city and state.
- ✅ **Degree and Major**: Specify degree earned (e.g., BA in Marketing).
- ✅ **GPA: Add GPA** (Optional)
- ✅ **Graduation Date**: Include if recent (within the last 10 years) or "Expected [Month Year]."
- ✅ **Relevant Coursework or Honors**: Optional for early-career professionals.

Skills

- ✅ **Technical Skills**: Include specific tools, software, or programming languages.
- ✅ **Soft Skills**: Optional—prioritize job-relevant abilities.
- ✅ **Certifications**: Include relevant ones (e.g., Sec+, PMP, AWS Certified, etc.).

Optional Sections

- ☑ **Projects**: Highlight major accomplishments or freelance work.
- ☑ **Volunteer Experience**: Emphasize technical and transferable skills.
- ☑ **Awards and Honors**: Include if job or professionally relevant.
- ☑ **Languages**: List with proficiency levels (e.g., Fluent, Conversational).

Keywords

- ☑ Tailored to the job description—use the same language and terms.
- ☑ Pass Applicant Tracking Systems (ATS) by avoiding images, graphs, and uncommon fonts.

Proofreading

- ☑ Check for typos, grammar errors, and consistent punctuation.
- ☑ Ensure formatting consistency (e.g., dates, bullet styles, font sizes).

1. Contact Information

- Your Name
- Address (Optional)
- Phone Number
- Email
- Date
- Employer's Name & Company
- Company Address

2. Salutation

- Address the hiring manager by name if possible (e.g., **"Dear [Hiring Manager's Name],"**).
- If the name is unknown, use **"Dear Hiring Manager,"** or **"Dear [Department] Team,"**.

3. Opening Paragraph (Introduction)

- State the **position** you're applying for and where you found it.
- Express enthusiasm for the role and company.
- Mention a key skill or experience that makes you a strong candidate.

4. Body Paragraph(s) (Why You're a Great Fit)

- Highlight **your relevant skills and experiences** that match the job description.
- Use **specific examples** to demonstrate achievements.
- Explain **how you can add value** to the company.

5. Closing Paragraph (Call to Action)

- Reaffirm your interest in the position.
- Express your eagerness for an interview.
- Thank the hiring manager for their time and consideration.

6. Sign-Off

- Use a professional closing such as:
  - **"Sincerely,"**
  - **"Best regards,"**
  - **"Thank you,"**
- Followed by your **name and signature** (if submitting a hard copy).

Personal Budget (Due October 30, 2025)

Create a budget based on your current income and expenses.

Monthly Budget Summary

[ENTER MONTH]

Under/Over: $0.00

Budget Summary

Category	Total
Income	
Housing	
Utilities	
Groceries	
Insurance	
Phone	
Credit Cards	
School	
Savings	
Entertainment	
Other	

Income Sources

- Allowance (from family)
- Scholarships & Grants
- Part-time Job Income
- Work-Study Earnings
- Side Hustles/Freelancing
- Financial Aid (Loans)

- Savings

Fixed Expenses *(Regular monthly costs)*

- Rent & Utilities (Electricity, Water, Internet)
- Tuition & Fees
- Phone Bill
- Insurance (Health, Car, Renter's)
- Loan Payments

Variable Expenses *(Costs that fluctuate)*

- Groceries
- Transportation (Gas, Public Transit, Uber)
- School Supplies (Books, Printing, Software)
- Dining Out & Coffee
- Entertainment (Movies, Concerts, Games)
- Personal Care (Clothing, Toiletries, Gym Membership)

Savings & Emergency Fund

- Emergency Savings
- Retirement Contributions (If applicable)

Miscellaneous

- Subscriptions (Netflix, Spotify, Amazon Prime)
- Gifts & Donations
- Travel (Holidays, Visiting Home)

Individual Employment Plan (IEP) Worksheet (Due by September 30, 2025)

1. Personal Information

Name: _____
Contact Details: _____
Background:

- **Education: _____**
- **Work Experience: _____**

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2. Career Goals

Short-term Goals (3 months):

- **Goal 1: _____**
    - **How will you achieve this goal? _____**
    - **Time invested in achieving this goal: _____**
    - **Schedule related to this goal: _____**
    - **Variable factors that may affect goal achievement: _____**
    - **Cost associated: _____**
    - **Start Date: _____ End Date: _____**
- **Goal 2: _____**
    - **How will you achieve this goal? _____**
    - **Time invested in achieving this goal: _____**
    - **Schedule related to this goal: _____**
    - **Variable factors that may affect goal achievement: _____**
    - **Cost associated: _____**
    - **Start Date: _____ End Date: _____**

Long-term Goals (9-12 months):

- **Goal 1: _____**
    - **How will you achieve this goal? _____**
    - **Time invested in achieving this goal: _____**
    - **Schedule related to this goal: _____**
    - **Variable factors that may affect goal achievement: _____**
    - **Cost associated: _____**
    - **Start Date: _____ End Date: _____**
- **Goal 2: _____**
    - **How will you achieve this goal? _____**
    - **Time invested in achieving this goal: _____**
    - **Schedule related to this goal: _____**
    - **Variable factors that may affect goal achievement: _____**
    - **Cost associated: _____**

- o   **Start Date: _____ End Date: _____**

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3. Skills Assessment

Rate your skills and competencies on a scale of 1-10 (1 being the lowest, 10 being the highest):

Technical Skills

- **Program and Coding: _____**
- **Data Structure and Algorithms: _____**
- **Database Management: _____**
- **Network and Security: _____**
- **Software Development: _____**
- **AI and Machine Learning: _____**
- **Web Development: _____**
- **DevOps Automation: _____**

Personal Skills

- **Communication: _____**
- **Critical Thinking: _____**
- **Teamwork and Collaboration: _____**
- **Time Management and Organization: _____**
- **Adaptability and Learning: _____**
- **Leadership and Agility: _____**
- **Emotional Intelligence: _____**

Which skills will improve within your short-term or long-term goals?

- **How will you improve these skills? _____**

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4. Training & Education Needs

- **Certifications, workshops, or degrees needed:**
    - o   **Who provides these opportunities? _____**
    - o   **When are these opportunities available? _____**
    - o   **Where will these be provided? _____**
    - o   **Cost associated? _____**
- **On-the-job training or internships:**
    - o   **Details: _____**

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5. Job Search Strategies

- **Resume:**
    - ○ ☐ **Completed**
    - ○ ☐ **In Progress**
    - ○ ☐ **Not Started**
- **Networking & Job Fair Planning:**
    - ○ ☐ **Attending Networking Events**
    - ○ ☐ **Planning to Attend Job Fairs: _____**
- **Applying for Positions:**
    - ○ ☐ **Applying for positions online**
    - ○ ☐ **Applying for positions offline**

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6. Support Services (If applicable)

- **Career Counseling:**
    - ○ ☐ **Meet with Career Counselor at least once per semester**
    - ○ ☐ **Attend group sessions or 1-on-1 meetings**
- **Mentorship Programs:**
    - ○ **Ideal Mentor Characteristics:**
        - ▪ **Character: _____**
        - ▪ **Background/Knowledge Base: _____**
        - ▪ **Profession/Interests/Hobbies: _____**
        - ▪ **Describe in detail: _____**

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7. Action Plan & Timeline

Step-by-Step Plan to Achieve Employment Goals:

- **Step 1: _____**
- **Step 2: _____**
- **Step 3: _____**
- **Step 4: _____**
- **Step 5: _____**

Timeline for Achieving Goals:

- **Start Date: _____**
- **End Date: _____**

Complete via simplicity

https://captechu-csm.symplicity.com/

- **Career Pathways**
  - **Mock Interview**
    - **Choose theme**

Complete review below:

Mock Interview Overview

A **mock interview** is a **practice interview** designed to simulate a real job interview. It helps candidates improve their **communication skills, confidence, and responses** to common interview questions.

1. Pre-Interview Preparation

- **Research the Interviewer:**
  - Interviewer's Name: _____
  - Job Title/Company: _____
  - Background and Industry: _____
  - Relevant skills or advice they might provide: _____

  _____

- **Review Job Description/Position:**
  - Job Title: _____
  - Key Responsibilities: _____
  - Required Skills: _____
  - Why I'm interested in this role: _____
- **Prepare Your Questions:**
  What questions would you like to ask the mock interviewer?
  - _____
  - _____
  - _____
  - _____

  _____

2. During the Interview

- **Self-Assessment During the Interview:**
  - Was your introduction clear and confident? ☐ Yes ☐ No
  - Did you answer the questions in a concise and relevant manner? ☐ Yes ☐ No

- o Did you ask the interviewer any questions? ☐ Yes ☐ No
- o How did you present your strengths and weaknesses?

  _____

  _____

- **Observe Your Body Language:**
  - o Eye Contact: ☐ Good ☐ Needs Improvement
  - o Posture: ☐ Good ☐ Needs Improvement
  - o Tone of Voice: ☐ Confident ☐ Needs Improvement
  - o Overall Presentation: ☐ Professional ☐ Needs Improvement

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3. Post-Interview Reflection

- **Immediate Feedback from Mock Interviewer:**
  - o What did the mock interviewer say about your performance?

  _____

  _____

- **Areas for Improvement:**
  - o Did the interviewer suggest any improvements in your answers or delivery? ☐ Yes ☐ No
  - o If yes, what were they? _____

  _____

- **Strengths Noted by the Interviewer:**
  - o What were your strengths highlighted by the interviewer?

  _____

  _____

- **Additional Feedback (Self-Assessment):**
  - o What did you feel went well during the interview?

  _____

  - o What could you have done differently?

_____

_____

4. Action Plan for Improvement

- **Plan to Work on Weaknesses:**
  - What will you work on to improve your next interview performance?

    _____

    _____

- **Additional Mock Interviews Needed:**
  - Will you schedule another mock interview to practice? ☐ Yes ☐ No
  - If yes, when? _____

Career Fair Overview and Survey

(Fall Due by October 31, 2025 / Spring Due by March 31, 2026)

1. Preparation Before the Career Fair

- **Research Companies** – Review attending companies and job openings.
- **Update Your Resume** – Tailor it for the roles you're interested in.
- **Prepare an Elevator Pitch** – A 30-second introduction about yourself.
- **Dress Professionally** – Business casual or formal attire is recommended.
- **Bring Essentials** – Copies of your resume, notebook, pen, and business cards (if applicable).

2. What to Do at the Career Fair

- **Introduce Yourself Confidently** – Use your elevator pitch.
- **Ask Engaging Questions** – Show interest in company culture, job roles, and growth opportunities.
- **Collect Contact Information** – Get business cards or LinkedIn connections.
- **Take Notes** – Write down key takeaways for follow-ups.

3. After the Career Fair

- **Send Thank-You Emails** – Follow up with recruiters within 24-48 hours.
- **Apply Online** – Submit formal applications for roles discussed.
- **Stay Connected** – Network with recruiters on LinkedIn for future opportunities.

Career Services Survey

Survey will be sent to all students after each career fair.

Career Engagement

Site Visit

Site Visit Review

1. Purpose of the Visit

- ☐ Career exploration for students and job seekers
- ☐ Understanding workplace culture and expectations
- ☐ Evaluating a company for internships or job placements
- ☐ Business or academic research

Additional Purpose(s) for Your Visit:

_____

_____

_____

2. Pre-Visit Preparation

- **Research the Company:**
  - Company Name: _____
  - History, Mission, and Key Projects:

    _____

    _____

    _____

- **Prepare Questions:**
  - Ask about job roles: _____
  - Inquire about career paths: _____
  - Questions about workplace culture: _____
  - Other questions to ask: _____
- **Dress Professionally:**
  - Company Dress Code: _____
  - My attire plan: _____
- **Bring Essentials:**
  ☐ Notebook
  ☐ Pen
  ☐ Business Cards (if applicable)
  ☐ Other: _____

3. During the Visit

- **Engage with Employees:**
  - Employees I met: _____
  - Key takeaways from conversations: _____

- **Observe the Work Environment:**
  - Observations on the work environment and team dynamics:

    _____

    _____

- **Take Notes:**
  - Job expectations and opportunities: _____
  - Company culture insights: _____
  - Other notes: _____

4. Post-Visit Actions

- **Send a Thank-You Email:**
  - Date Sent: _____
  - Summary of Email: _____
- **Reflect on the Experience:**
  - Does this visit align with my career goals?
    ☐ Yes ☐ No
  - Key insights gained: _____
  - How this visit may impact my future career decisions: _____

    _____

- **Follow Up:**
  - Connect with professionals on LinkedIn: ☐ Yes ☐ No
  - Individuals to follow up with: _____
  - Follow-up message or actions: _____

This worksheet will help you stay organized during your company visit and ensure you gain the most from the experience. You can use this to record key details and follow-up actions for future reference. Let me know if you'd like any changes or additions!

Guest Speaker Review:

1. Purpose of the Guest Speaker Session

- ☐ Gain industry insights and career advice
- ☐ Learn from real-world experiences and success stories
- ☐ Understand job roles, required skills, and hiring processes
- ☐ Discover networking opportunities and connections with employers

Additional Takeaways You Hope to Gain:

_____

_____

_____

2. Pre-Event Preparation

- **Identify the Speaker:**
  - Speaker's Name: _____
  - Employer/Industry: _____
  - Why this speaker is relevant to your career interests: _____

    _____

- **Prepare Questions:**
  Write down key questions you'd like to ask the speaker:
  - _____
  - _____
  - _____
  - _____

3. During the Event

- **Take Notes:**
  Jot down key insights, advice, and answers to your questions:

- o Career Tips and Advice: _____
- o Job Roles and Skills Discussed: _____
- o Insights on the Hiring Process: _____
- o Company Culture and Values: _____
- o Other Noteworthy Points: _____
- **Audience Engagement:**
    - o Did you ask any questions during the session?
      ☐ Yes ☐ No
    - o If yes, what did you ask? _____
    - o How did the speaker respond? _____

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4. Post-Event Actions

- **Reflect on the Session:**
    - o What was the most valuable takeaway for you? _____
    - o How does this session align with your career goals? _____
    - o Did you learn anything new about the job search process or workplace culture?
      ☐ Yes ☐ No
      If yes, explain: _____
- **Follow Up with the Speaker:**
    - o Will you connect with the speaker on LinkedIn? ☐ Yes ☐ No
    - o Draft a LinkedIn connection message (if applicable):

- **Thank-You Note (Optional):**
    - o Date Sent: _____
    - o Key Points to Include in Your Thank-You Note: _____

Job Seeking Project

Job seeking is the process of searching for employment opportunities that match your skills, experience, and career goals. A successful job search involves **resume building, networking, applying for jobs, and preparing for interviews**.

Job Seeking Resources

Career Services will send out a Career Connect listing recent postings each week!

Direct Company Sites, Careers Page

- Search your major or technologies and companies (Ex. AI Companies, Software Development Companies)

Simplicity

- Jobs

Indeed.com

LinkedIn.com

ZipRecruiter.com

SCREEN SHOT ALL CONFIRMATIONS OF COMPLETED APPLICATIONS

Office of Career Services

Room C-259

Larry Wright, Director of Career Services

e-mail: ldwright@captechu.edu

Phone: 240.965.2494

Office Hours

Tues-Thurs 9:30am-3pm

To ensure maximum service to students, appointments are strongly encouraged!

ONLINE CAREER CENTER

https://mycapitol.captechu.edu/ICS/College_Offices/Career_Services/