



## NONTRADITIONAL STUDENT WEEK 2020

# Career Planning and Resources

### Steps for Career Planning

- Take [self-assessments](#) and explore your interests
- Research potential careers
- [Experiment with different careers](#)
- Make decisions, select a career, create an action plan
- Search for and accept a job

### Job Search Tips

- Speak with family and friends for a referral
- Shadow an experienced mentor and attend career fairs
- Contact the company directly
- Volunteer
- Use a recruitment company or [job search coach](#)
- Network
  - According to [Business Insider](#), over 70% of job openings are not even advertised, so it is essential that you develop friendly relationships with potential employers
  - Developing these connections, whether in person or online via resources like LinkedIn, is key to knowing about hidden job opportunities



## STUDENT SPOTLIGHT

Olivia-Rose A

Program: Associate of Arts and Sciences



### **What have you enjoyed most about your current program?**

The self paced aspect, I like to work on my own time. I don't feel that I need hard deadlines to motivate me or keep me on track but I also appreciated the suggested timelines provided with the orientation. They give me an idea of where I should be at what time and then I can make adjustments as I need to.

### **What do you find most valuable about completing your degree online?**

The flexibility. I have a very erratic work schedule and travel a lot as well. It would be very difficult for me to be in a classroom at a specific time each week but this online program allows me to fit in work wherever I need to.

### **Why did you choose this program? What is your goal in completing this degree?**

I chose this program because it can count towards a good practical degree in business, it was one of the most time flexible options and available at a very reasonable price. I would like to get my business degree so that I can set up my own small business someday. I'm a dancer and teacher and I would like to open a ballet school and company someday.

*Career Planning  
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[More Student Spotlights](#)



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### Career Resources

#### • **Campus Career Center**

- Visit your [Campus Career Center](#) for career services, internship opportunities, job postings, resume assistance, and more

#### • **Student Resource Lounge**

- If your program has a Student Resource Lounge in Canvas, login for career outlooks, self-assessments, professional organizations, graduation information, and networking tips

#### • **Podcasts**

- [The School of Greatness](#) – explores common qualities among successful people
- [CareerCloud](#) – topics include resume building, interviewing, resources, and job hunting

#### • **Useful Articles for Career Planning**

- [The 8-Step Career Planning Process](#)
- [Career Planning in a Pandemic](#)
- [It's all about Digital Body Language](#)
- [How to Negotiate Salary](#)
- [Top Interview Tips](#)
- [How to Win the Job you Want](#)
- [Set SMART Goals](#)
- [Careeronestop.org](#)
- [The Six Best Ways to Find your Next Job](#)
- [Job Negotiating: By the Numbers](#)
- [Personal Branding for People 50+](#)
- [If you're in a Job Search, Hear This](#)

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## STUDENT SPOTLIGHT

### James M

Program: Bachelor of Science in Information Science  
and Technology



#### **What keeps you going?**

What keeps me going is the desire to continue to learn what I started learning since being introduced into Information Science and Technology. My initial career interest was in the medical field when I was younger. First as a field medic in the Army National Guard, an EMT as well and an IV specialist at a hospital during that time. Then I moved and needed to find any job. That's when I started working for a large network provider. I barely knew how to use a smart phone when I started but left knowing as much if not more than my peers and superiors. I knew how it felt to be in the dark about technology, but I loved learning more and figuring out new ways to implement it in everyday life. Then I had my daughter, that changed my life forever. It was best for our family for me to stay home and take care of her. I love it! But I wanted to find a way to continue to fuel the fire that was my desire to learn more about IST. Then I found this program. It has continued my drive to learn more and introduced me to so much more than I even considered doing in the future. I even learned a lot in an elective class about nutrition! With its help and my own personal motivation, I have lost over 85 lbs. in the last year mainly from diet change!



**More Student Spotlights**