



# 4 YEAR CAREER DEVELOPMENT PLAN AND COMPETENCIES

As you progress through the 4-Year-Plan with involvement in clubs, organizations, and experiential learning opportunities, you develop skills within the nine Core Competencies. The below experiences also contribute to the development of multiple competencies, which is shown in the overlap of action points in this plan.

	Freshman	Sophomore/Junior	Senior	
<b>ENGAGEMENT</b>	<b>Communication</b>	<ul style="list-style-type: none"> <li>Create ClemsonJobLink (CJL) Account</li> <li>Create LinkedIn profile</li> <li>Learn how to write a resume</li> <li>Attend campus career fairs</li> <li>Find work, volunteer, or internship summer opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Schedule appointment with career counselor</li> <li>Learn how to articulate the acquired competencies</li> <li>Attend resume workshop and update resume</li> <li>Learn to write and tailor cover letters</li> <li>Conduct informational interviews</li> <li>Update CJL and LinkedIn profile</li> <li>Join LinkedIn Clemson Alumni group</li> <li>Build strong interviewing skills</li> <li>Attend career fairs and employer info sessions</li> <li>Develop networking skills</li> </ul>	<ul style="list-style-type: none"> <li>Monitor postings in CJL and other tools</li> <li>Update resume</li> <li>Do a mock interview for jobs or graduate/professional schools</li> <li>Attend campus career fairs</li> <li>Participate in employer information sessions</li> </ul>
	<b>Collaboration</b>	<ul style="list-style-type: none"> <li>Find work, volunteer, or internship summer opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Develop networking skills</li> <li>Conduct informational interviews</li> <li>Continue to find opportunities to work with others</li> </ul>	<ul style="list-style-type: none"> <li>Network and use LinkedIn</li> </ul>
	<b>Leadership</b>	<ul style="list-style-type: none"> <li>Find work, volunteer, or internship summer opportunities</li> <li>Join a club/organization</li> </ul>	<ul style="list-style-type: none"> <li>Remain active in clubs/organizations and seek out leadership roles</li> <li>Volunteer on campus or in the community</li> </ul>	<ul style="list-style-type: none"> <li>Be a resource to peers looking to develop their competencies/experiences</li> </ul>
<b>INNOVATION</b>	<b>Adaptability</b>	<ul style="list-style-type: none"> <li>Visit CCPD</li> <li>Attend campus career fairs</li> <li>Explore the Cooperative Education Program</li> <li>Learn about the UPIC program</li> </ul>	<ul style="list-style-type: none"> <li>Attend resume workshop and update resume</li> <li>Explore internship and job search tools</li> <li>Participate in workshops</li> <li>Attend career fairs and employer info sessions</li> <li>Research and apply for internships (UPIC, off-campus, or international) study abroad, and/or part-time jobs opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Attend career fairs and employer info sessions</li> <li>Attend job search workshops</li> </ul>
	<b>Analytical Skills</b>	<ul style="list-style-type: none"> <li>Explore O*NET/Occupational Outlook Handbook</li> </ul>	<ul style="list-style-type: none"> <li>Explore O*NET/Occupational Outlook Handbook</li> <li>Learn how to navigate and use CJL, NACElink, CareerShift, and GoinGlobal</li> <li>Research and apply for internships (UPIC, off-campus, or international) study abroad, and/or part-time jobs opportunities</li> <li>Research different graduate/professional schools</li> <li>Prepare for professional school entrance exams</li> </ul>	<ul style="list-style-type: none"> <li>Research companies</li> <li>Gather information about job offers</li> <li>Submit applications to graduate/professional schools</li> </ul>
	<b>Technology</b>	<ul style="list-style-type: none"> <li>Explore CCPD website</li> <li>Create CJL account</li> <li>Create LinkedIn profile</li> <li>Learn how to appropriately format a resume</li> </ul>	<ul style="list-style-type: none"> <li>Update CJL and LinkedIn profile</li> <li>Learn how to navigate and use CJL, NACElink, CareerShift, and GoinGlobal and explore internship and job search tools</li> </ul>	<ul style="list-style-type: none"> <li>Monitor postings in CJL and other tools</li> <li>Network and use LinkedIn</li> </ul>
<b>PROFESSIONALISM</b>	<b>Self-Awareness</b>	<ul style="list-style-type: none"> <li>Schedule appointment for career counseling</li> <li>Find work, volunteer, or internship summer opportunities</li> <li>Attend campus career fairs</li> <li>Explore Clemson majors and take career assessment</li> <li>Explore O*NET/Occupational Outlook Handbook</li> </ul>	<ul style="list-style-type: none"> <li>Schedule appointment with career counselor</li> <li>Conduct informational interviews</li> <li>Explore O*NET/Occupational Outlook Handbook</li> <li>Build strong interviewing skills</li> <li>Participate in workshops</li> <li>Attend career fairs and employer info sessions</li> <li>Develop networking skills</li> <li>Study abroad or other off-campus experiences</li> <li>Prepare for professional school entrance exams</li> <li>Identify career direction through assessment</li> </ul>	<ul style="list-style-type: none"> <li>Do a mock interview for jobs or graduate/professional schools</li> <li>Attend career fairs and employer info sessions</li> <li>Attend job search workshops</li> <li>Submit applications to graduate / professional schools</li> </ul>
	<b>Integrity &amp; Ethics</b>	<ul style="list-style-type: none"> <li>Build a resume that accurately reflects experiences and skills</li> </ul>	<ul style="list-style-type: none"> <li>Update profile in CJL to accurately reflect year, GPA, and major</li> <li>Ensure resume and cover letter accurately reflect experiences and skills</li> </ul>	<ul style="list-style-type: none"> <li>Update CJL profile</li> <li>Learn about how to ethically navigate job offers</li> </ul>
	<b>Brand</b>	<ul style="list-style-type: none"> <li>Create CJL account</li> <li>Create LinkedIn account</li> <li>Learn how to write a resume</li> <li>Attend campus career fairs</li> <li>Be critical of content on social media</li> </ul>	<ul style="list-style-type: none"> <li>Learn how to articulate the acquired competencies</li> <li>Update CJL and LinkedIn profile</li> <li>Join LinkedIn Clemson Alumni Association group</li> <li>Remain active in clubs/organizations and seek out leadership roles</li> <li>Attend career fairs and employer info sessions</li> <li>Attend resume workshop and update resume</li> </ul>	<ul style="list-style-type: none"> <li>Monitor postings in CJL and other tools</li> <li>Update resume</li> <li>Do a mock interview for jobs or graduate/professional schools</li> <li>Attend campus career fairs</li> <li>Network and use LinkedIn</li> </ul>