



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