



# GRADUATE STUDENT CAREER PLAN & COMPETENCIES

As you progress through this graduate career plan with involvement in organizations, research, and experiential learning opportunities, you develop skills in the nine core competencies. These experiences often contribute to the development of more than one competency, which is shown in the overlap of action points in this plan.

Competency		Phase I: Self-Assessment	Phase II: Exploration & Implementation	Phase III & Beyond: Decision Making
<b>Engagement</b>	<b>Communication</b>	<ul style="list-style-type: none"> <li>— Update resume/CV with current graduate degree</li> <li>— Update ClemsonJobLink profile</li> <li>— Attend career fairs</li> <li>— Speak with your academic advisor and professors about your current interests, abilities, work-related values, technical skills, and transferrable skills and how they relate to your academic field</li> </ul>	<ul style="list-style-type: none"> <li>— Attend workshops and utilize resources to learn about career-related topics such as resumes and internship/job searching</li> <li>— Create a LinkedIn profile</li> <li>— Develop networking skills by practicing at events, utilizing LinkedIn, and conducting informational interviews</li> <li>— Participate in mock interviews with a career counselor or online in ClemsonJobLink</li> <li>— Conduct informational interviews with faculty and professionals in your field to clarify career options</li> <li>— Explore opportunities for and participate in research</li> <li>— Submit research findings to journals, magazines, and websites</li> <li>— Present your research findings at campus events and professional conferences</li> <li>— Write informational pieces for publications within your field</li> </ul>	<ul style="list-style-type: none"> <li>— Continually update your resume/CV and LinkedIn profile</li> <li>— Maintain positive and genuine relationships with contacts</li> <li>— Inquire about potential opportunities with your contacts</li> <li>— Develop research statements and teaching philosophies for academic careers</li> </ul>
	<b>Collaboration</b>	<ul style="list-style-type: none"> <li>— Create a networking spreadsheet to track contacts and relationships</li> <li>— Develop relationships with your academic advisor and professors</li> <li>— Develop relationships with graduate students within and outside of your field</li> </ul>	<ul style="list-style-type: none"> <li>— Explore and acquire work, volunteer, or internship opportunities that align with your professional goals</li> <li>— Update networking spreadsheet with new contacts</li> <li>— Explore and join university committees and professional organizations that can contribute to your professional success</li> <li>— Collaborate with professors, professionals in your field, and other graduate students to conduct research</li> </ul>	<ul style="list-style-type: none"> <li>— Maintain positive and genuine relationships with contacts</li> <li>— Inquire about potential opportunities with your contacts</li> </ul>
	<b>Leadership</b>	<ul style="list-style-type: none"> <li>— Assess current leadership abilities</li> <li>— Assess current understanding of inclusiveness and leveraging others' strengths</li> </ul>	<ul style="list-style-type: none"> <li>— Volunteer in organizations, committees, and research projects</li> <li>— Volunteer for campus and community service</li> <li>— Attend diversity/inclusivity training opportunities</li> <li>— Practice leveraging others' strengths to achieve a shared vision</li> </ul>	<ul style="list-style-type: none"> <li>— Maintain positive and genuine relationships with contacts</li> <li>— Inquire about potential opportunities with your contacts</li> </ul>

<b>Innovation</b>	<b>Adaptability</b>	<ul style="list-style-type: none"> <li>___ Explore the Learn, Act, Flex, Succeed Cycle by speaking with a career counselor</li> <li>___ Think about your level of resiliency</li> </ul>	<ul style="list-style-type: none"> <li>___ Explore and utilize job/internship search tools</li> <li>___ Explore and attend workshops relevant to your field and career development</li> <li>___ Try different opportunities for learning new skills and applying current knowledge</li> <li>___ Reflect on learning opportunities and try other opportunities</li> </ul>	<ul style="list-style-type: none"> <li>___ Reflect on the search process if you are not having success</li> <li>___ Schedule an appointment to identify alternative strategies with career counselor</li> </ul>
	<b>Analytical Skills</b>	<ul style="list-style-type: none"> <li>___ Visit the CCPD to learn about resources and services for graduate students</li> <li>___ Assess both your problem solving and problem identifying skills</li> <li>___ Visit other campus offices to learn about resources and services for graduate students</li> </ul>	<ul style="list-style-type: none"> <li>___ Explore O*NET/Occupational Outlook Handbook</li> <li>___ Research companies or universities where you may be interested in working</li> <li>___ Familiarize and utilize search engines like ClemsonJobLink, NACElink, and GoinGlobal, associate websites, webcrawlers like CareerShift to identify career opportunities</li> </ul>	<ul style="list-style-type: none"> <li>___ Participate in continued training for your field</li> <li>___ Begin salary research</li> <li>___ Begin applying to positions through networking contacts and posted opportunities</li> <li>___ Gather information on job offers</li> <li>___ Process offers fully before accepting</li> </ul>
	<b>Technology</b>	<ul style="list-style-type: none"> <li>___ Create ClemsonJobLink, CareerShift, and GoinGlobal (if applicable) accounts</li> <li>___ Create LinkedIn profile</li> <li>___ Begin creating accounts on company or organization application websites</li> <li>___ Assess technological skill level</li> </ul>	<ul style="list-style-type: none"> <li>___ Update ClemsonJobLink profile</li> <li>___ Explore CCPD website</li> <li>___ Follow ClemsonCCPD on social media platforms</li> <li>___ Monitor ClemsonJobLink and CareerShift frequently for new opportunities</li> <li>___ Begin using LinkedIn to research companies and connect with alumni</li> <li>___ Utilize Versatile PhD to explore careers outside of academia</li> <li>___ Utilize Going Global to explore international opportunities and/or opportunities in cities across the US</li> <li>___ Add company research, job application tracking, and login information to your networking spreadsheet</li> <li>___ Explore and attend training opportunities on and off campus to further develop your skills - examine Clemson.edu/training for opportunities</li> </ul>	<ul style="list-style-type: none"> <li>___ Participate in continued training for your field</li> <li>___ Examine Clemson.edu/training for opportunities</li> </ul>

<b>Professionalism</b>	<b>Self-Awareness</b>	<ul style="list-style-type: none"> <li>— Review your resume/CV for gaps in experience or skills</li> <li>— Schedule an appointment with a career counselor to review your resume/CV and discuss your interests, abilities, work-related values, and skills</li> <li>— Assess interview skills</li> <li>— Speak with academic advisor and professors about current interests, abilities, work-related values, technical skills, and transferrable skills and how they relate to your academic field</li> </ul>	<ul style="list-style-type: none"> <li>— Develop a plan to fill any gaps in experience or skills</li> <li>— Find work, volunteer, or internship opportunities that align with your professional goals and fills in experience/skills gaps</li> <li>— Conduct informational interviews with faculty, colleagues, alumni, mentors, and other professionals in your field</li> <li>— Participate in mock interviews with a career counselor or online in ClemsonJobLink</li> <li>— Incorporate the skills and information you are learning into your career development</li> <li>— Explore career opportunities within your field</li> <li>— Conduct a “soft search” one year prior to real search to identify the skills, knowledge, and experiences required to allow time to fill any gaps</li> </ul>	<ul style="list-style-type: none"> <li>— Begin applying to positions through networking contacts and posted opportunities</li> <li>— Reflect on the search process if you are not having success</li> <li>— Schedule an appointment with career counselor</li> </ul>
	<b>Integrity &amp; Ethics</b>	<ul style="list-style-type: none"> <li>— Learn policies and procedures related to graduate students</li> <li>— Learn field specific policies, procedures, and norms</li> <li>— Learn policies and procedures related to research</li> <li>— Review the status of current networking relationships</li> </ul>	<ul style="list-style-type: none"> <li>— Connect with current networking contacts to maintain relationships and update networking spreadsheet with new contacts</li> <li>— Follow policies and procedures related to graduate students</li> <li>— Follow field specific policies, procedures, and norms</li> <li>— Follow policies and procedures related to research</li> </ul>	<ul style="list-style-type: none"> <li>— Gather information on job offers</li> <li>— Process offers fully before accepting</li> <li>— Do not renege on an offer</li> <li>— Maintain positive and genuine relationships with contacts</li> <li>— Adhere to academic field specific policies, procedures, and norms</li> </ul>
	<b>Brand</b>	<ul style="list-style-type: none"> <li>— Assess social media presence</li> <li>— Assess current reputation in your field</li> <li>— Review career related documents for accuracy and professionalism</li> <li>— Attend campus career fairs</li> <li>— Join LinkedIn Clemson CCPD group</li> <li>— Create profile in ClemsonJobLink</li> </ul>	<ul style="list-style-type: none"> <li>— Seek feedback from faculty, mentors, and colleagues on your reputation and how you can develop congruence between your intended and perceived image</li> <li>— Attend workshops and utilize resources to learn about career-related topics such as resumes and internship/job searching</li> <li>— Update ClemsonJobLink profile</li> <li>— Practice your 30-second elevator pitch</li> <li>— Be critical of social media presence</li> <li>— Network using LinkedIn</li> <li>— Participate in employer information sessions</li> <li>— Remain active in organizations and seek out leadership roles</li> <li>— Develop marketable skills (technical and transferrable skills)</li> </ul>	<ul style="list-style-type: none"> <li>— Join LinkedIn Clemson Alumni Association group</li> <li>— Continually update your resume/CV and LinkedIn profile</li> <li>— Maintain positive and genuine relationships with contacts</li> </ul>

## Additional Career-Related Resources at Clemson University

Clemson Center for Career and Professional Development – Graduate Student Resources	<a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/graduate_students/">career.clemson.edu/michelin_career_center/career_development_recruiting/graduate_students/</a>
Clemson Graduate Student Guidebook	<a href="http://www.clemson.edu/studentaffairs/books/grad-resource-guide/2016_graduate_student_guidebook.pdf">www.clemson.edu/studentaffairs/books/grad-resource-guide/2016_graduate_student_guidebook.pdf</a>
Clemson Graduate School Policy Handbook & Catalog	<a href="http://www.clemson.edu/graduate/students/policies-procedures/index.html">www.clemson.edu/graduate/students/policies-procedures/index.html</a>
Clemson Writing Center	<a href="http://www.clemson.edu/centers-institutes/writing/">www.clemson.edu/centers-institutes/writing/</a>
Training at Clemson	<a href="http://www.clemson.edu/training/">www.clemson.edu/training/</a>
Clemson Computing and Information Technology (CCIT)	<a href="http://www.clemson.edu/ccit/learning_tech/ccit_training/index.html">www.clemson.edu/ccit/learning_tech/ccit_training/index.html</a>
Clemson Office of Global Engagement	<a href="http://www.clemson.edu/administration/global-engagement/">www.clemson.edu/administration/global-engagement/</a>
Clemson Office of Teaching Effectiveness and Innovation	<a href="http://www.clemson.edu/OTEI/">www.clemson.edu/OTEI/</a>
ClemsonJobLink	<a href="http://career.clemson.edu/clemsonjoblink/">career.clemson.edu/clemsonjoblink/</a>
CareerShift	<a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/careershift.php">career.clemson.edu/michelin_career_center/career_development_recruiting/careershift.php</a>
GoinGlobal	<a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/going_global/index.php">career.clemson.edu/michelin_career_center/career_development_recruiting/going_global/index.php</a>
Versatile PhD	<a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/graduate_students/versatile_PhD.php">career.clemson.edu/michelin_career_center/career_development_recruiting/graduate_students/versatile_PhD.php</a>

## Main Campus Career Counseling

### Fall and Spring

Summer hours vary – check [career.clemson.edu](http://career.clemson.edu)

#### Drop-In Counseling Hours:

Monday through Friday  
1:30 to 4:00pm (checked in by 3:45)

Drop-ins: A quick, on-demand meeting with a counselor for shorter, 10 to 15 minute inquiries. Topics can range from resumes, interview tips, job search tips, and taking our career assessment.

#### Appointments:

Monday through Friday  
10:00am to noon  
1:30 to 4:00pm

Appointments: A scheduled time to meet with a counselor for longer inquiries. Appointments can be made for 1 hour or 30 minute sessions. Topics can range from choosing a major, career path or mock interviews (1 hour), to resumes, cover letters, research philosophies, teaching statements, or in-depth job search assistance (30 minutes).

Call 864-656-0440  
Appointments are typically booked a week in advance

Please bring hard copies for the counselor to review of your documents such as resume, cover letters, or graduate school admissions papers.

## Your Contacts at the Michelin Career Center

Kathy Horner, M.Ed.

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3rd Floor, Hendrix Student Center  
(864) 656-0440  
[career.clemson.edu](http://career.clemson.edu)

Find us on all major social media  
@ClemsonCCPD

