

Career Services Guidelines and Assessment Manual

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

CAREER SERVICES AND PLACEMENT

The Career Services and Placement Center is here to help you turn your academic knowledge into a real-world career with a variety of resources to help you complete your degree requirements, internships and jobs. The coordinator of career services has developed a variety of programs and services to identify and meet students' career and personal goals. The professional staff's commitment ensures that students are given appropriate guidance throughout their career planning by providing career counseling, part-time, full-time, internship, cooperative education, career employment and other opportunities. The career center features an open computer lab, career resource handouts, job searching material and print resources.

CAREER PLANNING AND COUNSELING

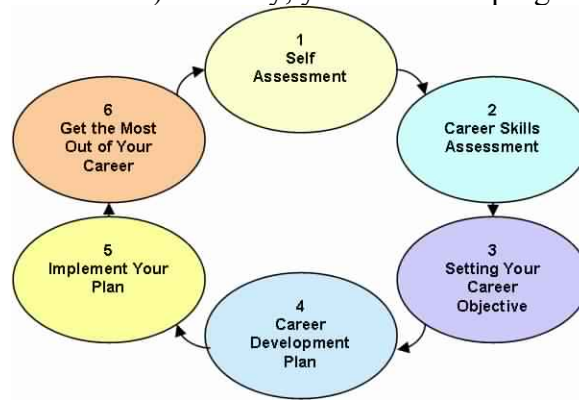
The Career Planning Program offers group and individual counseling in the career planning process. Career planning workshops/ seminars are conducted bi-monthly and at other announced times, to assist students in securing career positions while matriculating through the college's programs. Assistance with resume writing is available for students. During individual and group counseling/seminars/workshops, the following critical information and skills are acquired:

- Job search strategies
- Resume Building
- Cover Letter Writing
- Interview Preparation
- Career Readiness Workshops
 - Dress For Success
 - ACT Preparation
 - Interview Skills
 - Coffee with Entrepreneurs
- Networking
- Scholarship/Internship Location
- Possible job opportunities for students
- Career Planning and Development
- Self-Assessment
- Financial Aid Assistance

PLANNING YOUR CAREER DEVELOPMENT PROCESS: YOUR ROADMAP TO SUCCESS!

Your road map to success begins with planning your career development process. There are many approaches you can take to accomplish this. The picture below represents a logical, step-by-step process designed to help you as you plan your career development process now, and anytime in the future when you want to change course. For example, you may want to be a manager in a large corporation, and then decide in a few years you'd really like to be an interior designer.

Some steps will be easier for you than others. Taking time now to work through each of the steps will help build a solid foundation for your future. Writing your thoughts down can sometimes help you brainstorm ideas. Some of this may seem a little overwhelming, and with so many obligations, how will you have the time? If you set aside a small amount of time (30-45 minutes) each day, you will make progress.



1. **Self-Assessment.** Discover your desires and passions. What would you do if money were no object? You may know exactly what you want to do. If so, move on to the next step. If you are struggling with this, there are some free and fee-based self-assessment tests available to help you.
2. **Career Skill Assessment.** This sounds similar to the self-assessment, but rather than focusing on your personality and interests, career skill assessments focus on your core job strengths and weaknesses. Again, there are free and fee-based career skill assessment tests available to help you with this step.
3. **Setting Your Career Objective.** Now that you understand your personality, interests, skills and strengths, it is time to make a decision! You may want to explore different career options to discover your best choice.
4. **Career Development Plan.** The nuts and bolts of planning your career development process; set goals and timelines based on your career objective. Use the career development plan template to help you work through this step.
5. **Implement Career Development Plan.** It is action time! If your plan involves a career change, use the navigation bar on the left to help you through your career search, resume, cover letter and job interview questions.
6. **Get the Most Out of your Career.** To get the most out of your new career, planning strategies and learning skills will help you get to the next level.

By planning your career development process, you are well on your way to your perfect career. Knowing your strengths and skills, along with having a plan, will give you the confidence and motivation you need to make a positive change.

CAREER DEVELOPMENT PLAN TEMPLATE

Use the following career development plan template to take control of your own career destiny and plan how you'll get the dream job you've always wanted.

Goal: Your specific, ultimate career goal. This goal should be focused and clear.

Current Education: Your current education. For example, Associates Degree in Accounting.

Required Education: Any education (formal or informal) needed to reach ultimate goal.

Current Skills / Experience: Any skills or experience you possess that are relevant to your ultimate goal.

Required Skills / Experience: Any additional skills or experience you need for your ultimate career goal.

Step 1: The first step you need to take to reach your ultimate career goal. This could be researching formal or informal education requirements for positions, or researching ways to attain additional skills (i.e. volunteering somewhere to gain necessary experience or skills).

Target Completion Date: Write down a target completion date for each step in the process. Having a set date helps you prioritize and keep yourself on track. It is okay if this date slips, just adjust accordingly. You need to discipline yourself to stay on track with your goals. Remember your ultimate goal! If necessary, print out your plan and keep it somewhere as a daily reminder of where you want to go.

Step 2: Each step should be what you need to do beyond the previous step to help you towards your goal. If you're unsure what the next step might be, re-visit your career development plan template after you complete a step and then determine what the next step should be. For advanced help, you may want to seek the services of a professional career counselor. Many states and municipalities offer free career services centers. There are also plenty of fee-based career counselors available to assist.

Target Completion Date: Again, a date when you expect to complete the goal.

You can add as many steps to the career development plan template as you need for your specific career goal. Revisit your plan after you complete each step, and adjust as necessary.

CAREER PLANNING LONG RANGE GOALS

Career Goal: Where do you hope to be in your career development at the time of your graduation?

Examples:

- I will be beginning my career in advertising with an entry-level copywriting position in a large advertising firm.
- I will be working as a pediatric nurse in an urban hospital.

Educational Goal: What educational goals do you hope to accomplish with your Bachelor Degree?

Examples:

- I plan to graduate with a Bachelor of Science degree. My major will be Information Technology, and my minor will be Web Design.
- I plan to graduate with a Bachelor of Science Degree with a Chemistry Major.

Personal Goal: While at college what would you like to accomplish to make you a better, more well-rounded person?

Examples:

- I would like to learn another language and study abroad.
- I would like to take an acting course and participate in the University Theater.
- I would like to participate in student government and run for political office.

SHORT-RANGE GOALS

Short-range goals are those specific activities and strategies that move us toward our long-range goals or “ideal future.” The following are questions that can help you prepare your short-range goals.

Skills: What skills would you need to develop in order to realize your goals?

Career Services: What services and programs do Career Services offer to help you develop and implement your goals?

Courses: What specific General Education or elective courses might help you with your career or personal goals?

Research: Are there opportunities in your major to work with faculty on a research project? If so, what would you like to explore?

Study Abroad/NSE: Would you like to study abroad or attend another college or University on the National Student Exchange before you graduate? If so, where would you like to go?

Service Learning: What Service Learning project would you like to get involved in? Will it help you with your goals? How?

Student Organizations: What student organizations would you like to join? How might joining these organizations help you attain your career or personal goals?

Student Activities: Are there any student activities such as athletics, musical groups, forensics or theater in which you would like to be involved? If so, which ones? What would you like to accomplish?

Leadership Opportunities: What opportunities are there for leadership in the activities and organizations that you have chosen? How might this help with your goals?

Professional Organizations: Every career has a professional organization associated with it. What professional association is associated with your career choice? Can students join?

CAREER DEVELOPMENT PLAN

To get the most benefit from this career development plan template, you should already have a specific career objective in mind.

Current Education: _____

Required Education: _____

Current Skills/Experience:

1. _____

2. _____

3. _____

Required Skills/Experience:

Step 1: _____

Target Completion Date: _____

Step 2: _____

Target Completion Date: _____

Step 3: _____

Target Completion Date: _____

Career Services: What services and programs do Career Services offer to help you develop and implement your goals? Counseling, jobs, networking.

Courses: What specific General Education or elective courses might help you with your career or personal goals? Culinary, carpentry, computer courses

Research: Are there opportunities in your major to work with faculty on a research project? If so, what would you like to explore? IREAD, Institutional Effectiveness, etc.

Study Abroad/NSE: Would you like to study abroad or attend another college or University on the National Student Exchange before you graduate? If so, where would you like to go?

Service Learning: What Service Learning project would you like to get involved in? Will it help you with your goals? How? IREAD, AmeriCorps, tutoring, etc.

Student Organizations: What student organizations would you like to join? How might joining these organizations help you attain your career or personal goals? Yearbook, Phi Beta Lambda, etc.

Student Activities: Are there any student activities such as athletics, musical groups, forensics or theater in which you would like to be involved? If so, which ones? What would you like to accomplish? Education Club, athletic trainer, Student Services events etc, Intramural Sports.

Leadership Opportunities: What opportunities are there for leadership in the activities and organizations that you have chosen? How might this help with your goals? Student Government Association, Ambassador, Residence Assistant, etc .

Professional Organizations: Every career has a professional organization associated with it. What professional association is associated with your career choice? Can students join? Phi Theta Kappa, National Technical Honor Society, etc.

**Coahoma Community College
Career Services and Placement Center
Career Profile**

Please complete form on your first visit to the career center. Thank you.

Date: _____

Student ID# _____ Major _____ Classification: 1st year 2nd year

Last Name _____ First Name _____

Address _____

State _____ Zip code _____ Advisor _____

Email: _____ Phone : _____

**On the line(s) below write the 1st and 2nd job choice you would like to have after you leave
Coahoma Community College**

Goal #1: _____

Goal #2: _____

If you are planning to attend another college after Coahoma Community College, list your top three (3) colleges that you would like to attend.

1. _____

2. _____

3. _____

CONTACT INFORMATION

Career Services and Placement Center

Zee A. Barron Student Union 2nd Floor

3240 Friars Point Road, Clarksdale, MS 38614

Trina L. Cox, Coordinator of Career Services and Placement

Phone (662) 621-4674

Fax (662) 627-4361

tc Cox@coahomacc.edu

HOURS OF OPERATION

Monday – Thursday: 8:00 a.m. – 4:15 p.m.

Friday: 8:00 a.m. – 3:45 p.m.