



**CAREER
SERVICES**
GROVE CITY COLLEGE

Decide

(junior year)

Step Three: Decide

Goals for Career Decision

- Decide on a career field and research organizations that match your interests, skills, values, preferred work settings, and geographic preferences.
- Gain experience and develop skills needed to reach your career goals by seeking an internship in an industry and profession of interest to you.
- Hone your job search skills to aid you in the process (i.e., professional etiquette and correspondence, interviewing, networking).

Checklist

___ Utilize **MyPlan** to further explore career options, as well as **Vault** and **Career-Beam** for information on hundreds of employers, industries and professions.

___ Attend the annual fall **Career Fair** and the **Internship Fair** to explore a variety of careers and industries, and to identify internship opportunities.

___ Update your profile on **JobGrove** (www.gcc.edu/jobgrove) and utilize the system to view job/internship postings & career events, and to sign-up for on-campus interview schedules. Remember to keep your profile information updated.

___ Pursue an **internship** that is consistent with your desired field of interest.

___ Meet with a CSO staff member to update your **resume**, as well as conduct a **mock interview** to polish your interviewing skills.

___ Use **Internships.com**, **Internships-USA** and **Vault's Internship Programs** (along with other online sites) to identify opportunities.

___ Develop contacts through personal **networking**. Utilize the **Alumni Directory** and other social media sources (**LinkedIn**) to connect with alumni and individuals at organizations of interest to you. Consider joining a professional association related to your field (see **National Trade and Professional Associations Directory** in the Career Services Library and our Professional Associations Guide in the JobGrove Resource Library).

___ Explore **graduate and professional school** options. Learn of application deadlines and exam dates. Check out the CSO's website and various print resources for graduate school guidance.

___ View **career decision** information (under "Students", "Planning Your Future" and "Decide") and other helpful resources on the CSO's website: www.gcc.edu/cso.

Career Management

The mission of the Grove City College Career Services Office is to guide students in their realization and pursuit of God's calling for their lives. Our program helps students to identify their interests, talents and abilities during their freshman year and then build a four-year strategy to pursue a satisfying career.

The Four Step Process

- **Self-Assessment**
- **Career Exploration**
- **Career Decision**
- **Strategic Job Search**

Contact the CSO if you have questions or would like to schedule an appointment!
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