

COLLEGE TO CAREER

100/101 Menu



Your first year at Stephens College will include many chances to explore career opportunities, assess your interests and ask questions. Get to know your peers, faculty and academic and career advisers.

COMPLETE ALL OF THE ITEMS BELOW

FALL

- HireStephensStars training
- Internship & study abroad fair or involvement fair
- Career or strengths assessment

SPRING

- Meet with a CCPD career adviser

SELECT AT LEAST TWO OF THE ITEMS BELOW

- Technology skills training
- Information interview
- Résumé I session
- LinkedIn: getting started workshop
- CCPD listening lab
- Effective email communication training
- Etiquette meal
- Other campus event

Specific dates and times for the events above are listed on Canvas and HireStephensStars.

Keep on track with your professional development by attending events and completing items like:

- Log in to HireStephensStars and become familiar with where to find events, job postings and professional development resources.
- Follow CCPD on Facebook and Instagram.
- Create a professional email signature.
- Explore part-time jobs and volunteer opportunities on campus and in Columbia.
- Research majors, minors and careers in your fields of interest.
- Talk with faculty and academic and career advisers about research and career opportunities.
- Talk with other students in your major about their experiences, internships and goals.
- Build and create a résumé that reflects your academic, work and volunteer experiences.
- Attend on-campus events with clubs and organizations and in the Columbia community.
- Complete a job shadowing opportunity with someone in your desired field.
- Conduct an informational interview with a professional in your desired field and/or Stephens alumna.
- Create a LinkedIn account, take a professional headshot, and join the CCPD LinkedIn group.
- Think about how you can use your social media accounts effectively to network and showcase your experiences.
- Research study abroad opportunities. Start to plan academically and financially.
- Consider completing an internship or extended educational opportunity during the summer. Start searching for opportunities at the beginning of the spring semester.
- Visit CCPD to talk with career advisers or borrow items from the Suit Closet.

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As you begin your second year at Stephens College, your career interests and path may become clearer. Continue gaining experience through part-time jobs, internships and on-campus opportunities. Seek leadership roles in clubs and organizations. Build your professional documents as you consider your next professional steps.

COMPLETE ALL OF THE ITEMS BELOW

FALL

- Cover letter writing workshop
- Etiquette meal

SPRING

- Interview skills session
- Mock interview

SELECT AT LEAST TWO OF THE ITEMS BELOW

- Technology skills training
- Résumé I session
- Effective email communication training
- LinkedIn: getting started workshop
- Internship & job search session
- Grad school information session
- CCPD listening lab
- Attend a career fair or networking event
- Internship & study abroad fair
- Other campus event

Specific dates and times for the events above are listed on Canvas and HireStephensStars.

Keep on track with your professional development by attending events and completing items like:

- Update your HireStephensStars profile, create a new job search agent and upload a new résumé.
- Research job descriptions and organizations where you would like to work.
- Meet professionals at campus and community events. Practice networking skills like starting conversations, shaking hands and making eye contact.
- Develop an “elevator pitch” to use when introducing yourself.
- Create personal business cards for yourself — VistaPrint and OfficeMax offer deals for students.
- Update your LinkedIn profile with new professional experiences. Connect with your peers, faculty and professionals in your industry.
- Search for summer internships or opportunities where you can gain industry-related experience. Apply for summer opportunities January-April.
- Job shadow with a professional in your desired industry for a day.
- Conduct an informational interview with someone you’re interested in meeting.
- Practice interviews in multiple formats: phone, in-person and video.
- Practice having professional conversations on the phone. Set up an appropriate voicemail message.
- Schedule a résumé or cover letter review with CCPD.
- Build a personal website or portfolio on a free hosting site.
- Research graduate programs and schools.
- Attend a career fair and speak with employers or graduate schools.

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By your third year at Stephens College, you may have specific career goals and interests based on the experience you've already gained. Continue gaining related experiences and researching future career and academic opportunities. Strive to meet new people and build relationships with industry professionals.

COMPLETE ALL OF THE ITEMS BELOW

FALL

- Résumé II session
- LinkedIn: building your profile workshop

SPRING

- Meet with a CCPD career adviser

EITHER SEMESTER (Must be completed by May to receive credit):

- Attend a career fair or networking event

Specific dates and times for the events above are listed on Canvas and HireStephensStars.

SELECT AT LEAST TWO OF THE ITEMS BELOW

- Grad school info session
- Etiquette meal
- Technology skills training
- Effective email communication training
- CCPD listening lab
- Other campus event

Keep on track with your professional development by attending events and completing items like:

- Update your résumé and professional documents with any new experiences or skills.
- Explore new professional opportunities with organizations on campus and in Columbia.
- Log in to HireStephensStars to update your profile, create a new job search agent, view resources or upload an updated résumé.
- Talk to people already in your network (faculty, advisers, family, friends, alumnae) about career opportunities. Continue meeting people and building your professional network.
- Research common interview questions for your industry. Practice answering them by giving specific examples related to your experience.
- Interact with your connections on LinkedIn. Comment and like content that is shared by people you want to know better.
- If considering grad school, review entrance requirements, application deadlines and scholarship opportunities.
- Search for summer internships or educational opportunities to gain industry-related experience. Apply for summer opportunities January-April.
- Attend a career fair to meet with employers or graduate schools.
- Listen to a podcast related to your industry or a professional topic that interests you.
- Explore fellowship opportunities.
- Consider who you will ask to be a reference or write a letter of recommendation.

COLLEGE TO CAREER

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Your final year at Stephens College will include many decisions about your future after graduation. The final components of the College-to-Career program will assist in that process. You're almost there!

COMPLETE ALL OF THE ITEMS BELOW

FALL

- Human Resources: taxes, benefits and what to expect in your career
- Budgeting 101: the game of life

SPRING

- Salary negotiation seminar
- Graduation placement survey
Complete in the month before you graduate.

EITHER SEMESTER (Must be completed by May to receive credit):

- Meet with a CCPD career adviser

Specific dates and times for the events above are listed on Canvas and HireStephensStars.

Keep on track with your professional development by attending events and completing items like:

- Log in to HireStephensStars to update your profile, create a new job search agent, view resources or upload an updated résumé.
- Update your résumé and professional documents with any new experiences or skills.
- Talk to people already in your network (faculty, advisers, family, friends, alumnae) about career opportunities. Continue meeting people and building your professional network.
- Research common interview questions for your industry. Practice answering them by giving specific examples related to your experience.
- Complete mock interviews using different methods to prepare for your upcoming job search.
- Review your online presence; Google yourself and evaluate your social media profiles.
- Post original and shared content on LinkedIn. Create a post about your upcoming graduation or post-grad plans.
- Connect and interact with professionals in your industry on LinkedIn.
- Request references and letters of recommendation.
- If attending grad school, review application deadlines, write personal statements and complete applications.
- Attend career fairs and networking events to meet with potential employers and practice your networking skills.
- Begin searching and applying for full-time positions about three months before graduating.
- Consider applying for paid internships or fellowships.
- Organize the positions you apply for in a spreadsheet. Include the position, organization, when applied, dates of communication and if an interview is offered.