

Message to students: Find ways to develop your experiences WHILE you are getting your education. Find ways to separate yourself from your peers.

1. Find a job NOW with duties related to your major to develop your job experience
2. Find job descriptions of a position you would like and identify what requirements and preferred qualifications employers are seeking in their candidates
3. Evaluate your strengths and weaknesses and find ways to improve your weaknesses
4. Set up an interview with the supervisor of a position you desire to learn what they are looking for and what you can do to make yourself more marketable
5. Find a job with duties that will develop areas you need to improve in to get the job you want
6. Get involved in a club or organization related to your major or career
7. Identify resources you can utilize to learn more about your major or career (publications, discussion boards, etc.)
8. Find a mentor or find professionals in your career or major
9. Visit an office or job site to learn more about your career or major
10. Seek out internships/practicum experiences that will assist in your professional development
11. Get involved in an organization related to your major or career
12. Attend a conference
13. Get involved in an organization related to your major or career
14. Talk with your instructors
15. Seek out opportunities from Career Services, Human Resources, etc.
16. Get involved in student government
17. Find committees to serve on
18. Attend public business meetings
19. Utilize social media (Linked In)
20. Do research on organizations
21. Volunteer in your community
22. Find references that KNOW you well and can serve as a quality reference (instructor, employer, mentor)
23. What are you doing NOW to market yourself? (Attending classes, dressing professionally, social media, etc.)
24. What are you doing things to hurt yourself or your reputation? (Facebook, Snap Chat, etc.)

Professional Development SMART Goal: (Specific, Meaningful, Action oriented, Realistic, Timely)

Identify two things you are going to do in the next 2 months that will aid you in your professional development and improve your chances of getting a job once you graduate? If you complete this form and turn it in I will email you in 2 months to see if you accomplished your goal.