

# The Parents Checklist for Success in Career Services

## *Student, Parent, and Michelin® Career Center Roles*

### FRESHMAN YEAR: Self Assessment

#### Students' Role:

- Visit the Career Center and take a career assessment, such as *DISCOVER*, to learn about career interests, abilities, and values
- Register with ClemsonJobLink to access information about part-time jobs, volunteer opportunities, and internships
- Learn about majors and occupations that may be of interest in the Career Center Library
- Establish relationships with academic advisors and professors
- Begin a "working copy" of a resume by brainstorming previous experiences
- Get involved in at least one student organization

#### Parents' Role:

- Encourage your student to visit the Career Center to take a career assessment, *DISCOVER*, to learn about career interests, abilities, and values
- Encourage your student to utilize ClemsonJobLink to find part-time jobs, volunteer opportunities, and internships
- Discuss the value in meeting with professors and academic advisors with your student
- Talk with your student about getting involved in campus organizations and activities

#### Michelin® Career Center's Role:

- Have students take *DISCOVER* and hold a follow-up appointment with each student to discuss career options based on the student's career interests, abilities, and values.
- Assist students in registering for ClemsonJobLink to find part-time jobs, internships, and volunteer experiences
- Present workshops on choosing a major and career exploration
- Provide resources and guidance for students begin a "working copy" of a resume
- Available for individual appointments to address student questions and concerns

### SOPHOMORE YEAR: Exploration of Interests

#### Students' Role:

- Learn about majors and occupations of interest through the Career Center Library and web resources
- Consider obtaining a leadership position in a student organization
- Conduct informational interviews through Ask-a-Tiger Network
- Attend the Fall & Spring Career Fairs
- Check ClemsonJobLink for summer internship possibilities
  - If your department does not offer credit for internships, consider enrolling in the Career Center Internship class (CCINT)
- Talk with an advisor or other faculty about your ideas

- Consider studying abroad
- Attend a resume workshop and write a draft of your summer work experience for your resume

Parents' Role:

- If your student is undecided, encourage your student to see a counselor in the Career Center
- Listen to your student talk about different career options she/he may be considering
- Help your student come up with a list of friends and relatives that may work in a field of interest to contact for informational interviews
- Encourage your student to obtain career-related experience over the summer

Michelin® Career Center's Role:

- Host the Fall & Spring Career Fairs
- Encourage students to register with ClemsonJobLink to search for summer internships
- Provide web and Career Center Library resources to assist students with internship searches
- Hold resume writing and interviewing workshops
- Available for individual appointments to address student questions and concerns

JUNIOR YEAR: Evaluation and Decision Making

Students' Role:

- Obtain internship experience in chosen field
- Continue to take leadership positions in campus organizations
- Attend Career Center workshops on resume writing, interviewing, and job searching
- Talk to a career counselor about alternative career choices
- Attend campus Careers Fairs in the Fall and Spring
- If an education major, attend UPREP in March
- Network through Ask-A-Tiger and with professionals in fields of interest
- Conduct a mock interview with a career counselor, or online through InterviewStream™
- If considering graduate school, talk to faculty about graduate school options and do some preliminary research on various programs

Parents' Role:

- Encourage your student to take classes and get involved in student organizations that will enhance academics and make her/him more marketable
- Discuss career options with your student
- Remind your student about the Fall and Spring Career Fairs and other career fairs throughout the school year
- Provide contacts to help your student network
- Encourage your student to obtain an experience that relates to her/his career goals

Michelin® Career Center's Role:

- Hold workshops on resume writing, interviewing skills, and how to prepare for Career Fairs
- Show students how to navigate ClemsonJobLink while internship searching

- Provide other resources for students to utilize when searching for an internship: such as, *Book of Lists*, *GoingGlobal*, and *eLeads*
- Recruit quality employers to attend the Fall and Spring Career Fairs for Clemson students
- Hold mock interviews and encourage use of InterviewStream™ for students to practice interviewing skills and provide effective feedback for student improvement

#### SENIOR YEAR: Planning, Preparation, and Implementation for Career Success

##### Students' Role:

- Speak to a career counselor to ensure resume and cover letter are polished
- Research company information in the Career Library and on the web
- Attend all Career Center job search workshops and career fairs
- Discuss career opportunities and plans with faculty, advisors, counselors and professionals in the field
- Select faculty, administrators and current/former employers to act as references; discuss interests, skills, personal strengths as related to the positions being sought
- Register on ClemsonJobLink for on-campus interviews and resume books
- Participate in on-campus information sessions and recruiting
- Research graduate/professional school information
- If applicable, take a graduate school or professional school admissions test and apply to graduate school
- Stay organized; keep a log of your contacts, interview and follow-up activities
- Network, Network, Network!

##### Parents' Role:

- Ask your student how you can help
- Listen to the concerns and fears your student may express
- Offer to talk with your student about career goals and how her/his interests and skills relate to those goals
- Offer professional contacts for your student to network with
- Encourage your student to attend the Fall & Spring Career Fairs
- Encourage your student to come to the Career Center for resume and cover letter critiques, job and graduate school application queries, and interviewing skills
- Be patient, listen and encourage your student without becoming frustrated

##### Michelin® Career Center Role:

- Assist students in finding company and organizational information
- Host and recruit quality employers to attend the Fall and Spring Career Fairs, and UPREP
- Hold workshops on resume writing, interviewing skills, and how to prepare for Career Fairs
- Show students how to navigate ClemsonJobLink while job searching
- Provide other resources for students to utilize when searching for a job: such as, *Book of Lists*, *ACINet Employer Search*, *Job Pulse* and *eLeads*
- Recruit quality employers to attend the Fall and Spring Career Fairs for Clemson students
- Hold mock interviews and encourage use of InterviewStream™ for students to practice interviewing skills and provide effective feedback for student improvement