**Career Development Process**

**A. Self Assessment**
The first step in this process is helping your student gain an understanding of who they are. This can include recognizing their interests, values and abilities. Answering questions like “What do I enjoy?” “What is important to me?” and “What am I good at?” can be difficult at face value. Our Career Services office has full-time career counselors on staff to help your student uncover this information. In addition to a career library, we have several self-assessment tools and various online resources to help your student through this process.

**B. Career Exploration**
Be curious. At this point your student should begin exploring careers that match their interests, values and skills. There are many options available to help them gather this information. They should try a wide array of classes, speak with faculty, friends and yes, parents. The Career Services office has a wealth of resources that can help widen your student’s knowledge of the world of work and then narrow the list for further exploration. Printed resources, online sites and connections with professionals in virtually every field ensures your student will be able to learn about any field in which he/she has an interest.

**C. Prepare Yourself**
Now that your student has taken inventory of who they are and explored a multitude of career interests, it’s time to try some out. They will want to volunteer, join a club or organization, obtain an internship or get a summer job in their potential field. They need to take potential career choices for a test drive to truly determine if it is the right fit. SUNY Oswego has various offices, staff and other resources to assist at this stage.

**D. Job Search/Graduate School**
The final stage – putting an action plan in place. You know who you are, what you want, what is out there for you, and have obtained quality experience in those areas. It’s time to go get it. Whether it is conducting a job search or heading off to graduate school, our office can assist. We offer many services to aid with resumes, interviewing, networking, etc. Additionally, we can help with the graduate school search, entrance exams, etc. We offer many services to aid with resumes, interviewing, networking, etc. Additionally, we can help with the graduate school search, entrance exams, etc.

**How This Works**
The Career Development Process is one which your student will negotiate through their time here at Oswego and beyond. He/she will ideally engage in activities to help them learn about themselves, the world of work and how the two will interact. While you can’t manage this process for them, you can continue to play a significant role in their career development. Managing a career is a lifelong process requiring constant re-arrangement and adjustment of career goals. **You’ll be there the whole way.**

**Career Services’ Role:**
- Provide parents with information about their student’s career development process;
- Help students explore their interests, values, skills and career options they may encounter;
- Teach goal-setting and decision-making skills;
- Connect students with information about majors and careers;
- Provide forums for students to engage with potential employers.

**Student’s Role:**
- Begin to answer the question, “Why am I really in college?”;
- Develop awareness of personal, educational and career goals;
- Explore and assess interests, values and skills;
- Take a wide variety of courses;
- Research various career options;
- Start a resume and determine what you have to offer - or not;
- Attend internship, summer job and volunteer career fairs;
- Obtain an internship in a field of interest;
- Discuss career opportunities with faculty and career advisors;
- Connect with alumni to observe or experience various career options;
- Stay organized. Develop a plan. Execute the plan.

**Parent’s Role:**
- Go through college information and help sort out what’s important;
- Talk with your student about career and major choices;
- Encourage your student to get involved;
- Help familiarize your student with family and friend contacts;
- Encourage exploration of internship opportunities early;
- Ask your student how you can help;
- Listen to their fears and expectations. They have plenty of both.

**It Adds Up!**
- 75% of college students change their major at least once
- 50% of all college graduates end up in a job directly related to their major
- Employers are generally more concerned with skills than GPA
- 11,000 hours of community service was earned by SUNY Oswego students last year
- 85% reported performing volunteer work over the course of their freshman year
- 17% of graduating Oswego seniors move out of New York State
- 90% of Oswego students have an internship experience prior to graduation - some have several
- 18% of Oswego graduates go directly to graduate school

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Stacking Up
Qualities Employers Seek

Employers and graduate schools look for evidence that candidates have the skills, qualities and abilities they believe are important. Your student can’t easily acquire these skills if they wait until their senior year. They need to start early.

1. Communication skills ........... 4.7
2. Honesty/Integrity ............... 4.7
3. Interpersonal skills ............. 4.5
4. Strong work ethic .............. 4.5
5. Teamwork skills ............... 4.5
6. Analytical skills ............... 4.4
7. Motivation/Initiative ........... 4.4
8. Flexibility/Adaptability ......... 4.3
9. Computer skills ............... 4.2
10. Detail-oriented ............... 4.1
11. Leadership skills ............. 4.0
12. Organizational skills ........ 4.0
13. Self-confidence ............... 3.9
14. Friendly-Outgoing personality ............................................. 3.8
15. Tactfulness ..................... 3.8
16. Well-mannered/Polite ........ 3.8
17. GPA (3.0 or better) ........... 3.7
18. Creativity ....................... 3.6
19. Entrepreneurial skills/
   Risk-taker ........................ 3.2
20. Sense of humor ................ 3.2

5-point scale
5 = extremely important
1 = not important

1. Familiarize yourself with the career development process;
2. Be supportive with your student’s career aspirations;
3. Offer assistance when asked and occasionally on your own;
4. Ask questions, but not too many;
5. Encourage involvement within and outside of their major;
6. Remind them to visit the Career Services office;
7. Understand where they are coming from - they will have different ideas;
8. Know that choosing a major does not equal choosing a career;
9. Don’t get discouraged if they take “interesting” courses. They are exploring;
10. Listen. Actively listen to all they are willing to tell you;
11. Support their involvement - even if it’s not paid;
12. Advise them to stay updated with new career trends;
13. They need you to let go. Giving them space will allow them to further understand themselves.

Contact Information:
Career Services Office:
(315) 312-2255

SUNY Oswego
Future Ahead
Family to Help

Career Services
SUNY Oswego