

Career Planning

Values and Directions

What Is Career Planning and Why Is It Important?

It's never too soon to begin planning your career!

Career planning is about more than just getting a job. It's about the strategic decisions you make and the experiences you gain while at CGU.

It takes time and mindful attention to build a strong set of skills, gain the right experiences, and develop the documents you need. Starting early ensures you have enough time and space to position yourself for a successful transition from CGU into the career you desire.

By investing in your career plan from Day 1, and working with the Career Development Office, Preparing Future Faculty, the Office of Alumni Engagement, your advisor and other faculty, as well as with your peers, you will lay a strong foundation for your desired career outcomes as you move through your program and beyond.

Directions for Thinking About Career Planning

1. How much work experience did you have before coming to graduate school? Is graduate school helping you to change careers or will this be a first career?
2. What kind of career path have you in mind? Are you seeking an academic or non-academic career? Do you have a single goal or a few alternative paths you want to explore?
3. How does your choice to do graduate studies connect with your career goals? Do you see a clear path from graduate school to your career after you graduate? Are you in graduate school for other reasons and if so, how does that affect your thoughts about a career after graduate school?
4. What are your biggest challenges in developing a career? Make a list to discuss with the Career Development Office.
5. What are some of your strengths that will help you explore and work strategically toward a career? What do I know about researching a potential employer to learn how I might be a good fit for an organization?
6. All aspects of your graduate student life are relevant for career planning. Look at all sections in the ASK Binder and ask: "How does development in this area prepare and position me strongly in planning my career?"
7. Connect with CGU alumni in your desired career fields to help you with career planning. What kinds of questions would you like to ask those who are starting out and/or experienced in your desired career field?
8. How can mentoring and mentoring networks help you in developing a strategic career plan?
9. Designated career development offices. Drucker students have a designated career counseling office that offers Drucker Pathways, a comprehensive career development program. Students in other departments meet with the CGU Career Development Office to develop their own customized career plans.

Career Planning

Navigator

Career Development Office

cgu.edu/careers

The Career Development Office (CDO) would like to meet with you sooner rather than later in your time at CGU to help you optimize career development resources. With sufficient time, you can explore your options, do strong self-assessment, and develop the skills and documents you need for successfully launching into your desired career.

- I have explored the Career Development Office (CDO) website and bookmarked its page.
- I have visited the CDO and spoken to the director and the CDO consultants.
- I know what workshops the CDO has planned for the semester.
- I have taken/plan to take CDO workshops.
- I have met with a CDO consultant to begin working on securing an internship.
- I have met with a CDO consultant to begin working on my professional documents to understand best practices in presenting resumes, CVs, and cover letters.
- I have met with a CDO consultant to understand the different facets of job search, application, interviews, and salary negotiation.
- I have downloaded and begun to explore the career road map relevant to my needs.
- I have explored the Professional Development pages of the ASK Binder.

Handshake

CGU and the Claremont University Consortium's online recruitment and career development tool

- I understand how to use Handshake to find and apply for on-campus jobs.
- I understand how Handshake serves my career development needs.
- I know how to access Handshake from my portal.
- I know how to register for events through Handshake.
- I have explored Handshake and created my profile.
- I have explored the resources in Handshake.
 - a. Writing cover letters
 - b. Developing CVs and resumes
 - c. Interviewing
 - d. Informational Interviews
 - e. Career timelines
 - f. Job search strategies
 - g. International student tips and directions

Preparing Future Faculty

cgu.edu/pff

If you intend to teach in formal academic settings, or do any form of teaching, coaching, or leading others in learning contexts in other settings, use the Preparing Future Faculty (PFF) program to develop this aspect of your career pathway. PFF offers a Certificate in College Teaching as well as general consulting and coaching services to help you develop skills for inclusive teaching and active learning.

- I have explored the Preparing Future Faculty (PFF) website and bookmarked its page.
- I have visited the PFF office and spoken to the director and the PFF consultants.
- I have read the PFF philosophy on its website and see the relevance of inclusive pedagogy to teaching as well as to leadership work in academic and non-academic contexts.
- I have explored the PFF Certificate in College Teaching program and understand its flexible and self-paced structure.
- I understand the difference between the workshop and coursework pathways as alternative ways to earn the Certificate.
- I understand the requirements I must fulfill to earn the PFF Certificate.
- I have browsed through the PFF website workshop pages and read the descriptions of the PFF workshops for the semester.
- I have registered with PFF to enroll on its workshop Canvas site so I can access its workshop material.
- I understand that even if I do not participate in the Certificate program, I may use PFF consulting services to develop teaching and teaching career application documents such as teaching philosophy statements, diversity statements, course syllabi, lesson plans, and teaching demonstrations.
- I have explored the academic career road map in Handshake.

Faculty Career Documents

Faculty job applications might require some or all of these items. Which ones have you seen? Are you familiar with what is required to develop these documents? Do you know how long it takes to develop these documents effectively?

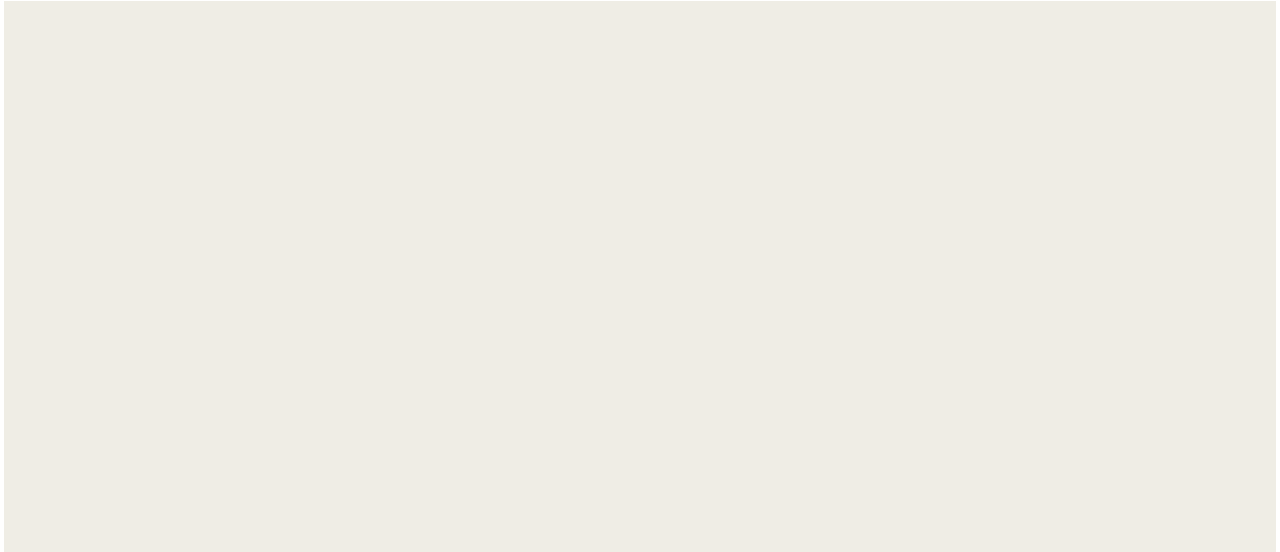
- Teaching philosophy statement
- Diversity statement
- Course syllabus
- Lesson plan and/or teaching demonstration
- Research statement
- Electronic portfolios or personal academic and professional websites

Teaching Experience

- I have spoken to my advisor about TA opportunities.
- I have explored adjunct teaching opportunities and have a plan and timeline for doing this as part of my teaching development at CGU. I have added this to my program plan.
- I have discussed adjunct teaching development with the PFF team.
- I have discussed how to prepare to teach in an undergraduate setting with the PFF team.

Thinking of Questions for the CDO

As you explore the CDO's extensive website and resources, allow questions to emerge about your career plans and desires. Even if you entered CGU with a concrete idea about a future career, allow yourself to explore. Do you know how to assess if your plans realistic? How familiar are you with the job market in your field? What are some alternative career paths you would enjoy? Are you short-changing yourself by not exploring alternative options? Use this space to write questions that you can discuss with your advisor and explore with the CDO.



Thinking of Questions for the PFF Program

As you explore the PFF website and programs, what questions do you have about careers that include education and leadership, both in academic and non-academic contexts? The PFF Certificate certainly prepares you for careers in academia. Consider how it could help you prepare for careers outside academia in the arts, arts management, arts education, consulting, or in leading teams and organizations? Why are learning, education, and leadership important to you? What previous training have you had? How familiar are you with careers where knowledge and skills for leading and learning are valuable? What experiences, both academic and non-academic, can you secure while in graduate school to ensure you have practical opportunities to integrate what you learn in the PFF program? Use this space to write questions that you can discuss with your advisor and explore deeply with the PFF team.

