

# Utica College Career Services Parents' Guide

**As parents, there are ways you can support your student's career development from the first year, right through graduation.**

## First Year

### Students-Self Awareness

- Become familiar with Career Services (CS) and what we do.
- Begin a self/career assessment to identify your values, interests, and skills; list career possibilities to explore.
- Start to participate in experiential education (volunteerism, internships, etc.) and see what interests you.
- Check our calendar of events and register with our online job posting and internship databases to stay informed.

### Parents-Careers 101

- Initiate conversations with your students about career plans, life goals, and interests; encouraging these conversations will help prevent students from waiting until graduation to explore options.
- Remain open about your student's thoughts, even if career interests are not consistent with your expectations; interests may and often do change.
- Give feedback on specific abilities you see to help your student develop a solid sense of self.
- Having an undeclared major as a first year student is ok; allow your student to take some time and explore.

## Second Year

### Students-Career Exploration

- Relate your values, skills, and interests to possible future plans and careers.
- Complement assessments with the CS library, web resources, and speaking with career counselors.
- Attend CS events, including the Volunteer Fair, Career Fairs, Etiquette Dinner, and programming series.
- Compose a résumé and have it critiqued through CS.
- Familiarize yourself with other types of professional correspondence.
- Participate in MORE experiential education and extra curricular activities; meet new people and begin to network.
- Investigate if graduate school is needed to gain entry into your career of interest.

### Parents-Careers 201

- Support your student in getting involved in any of the 75+ organizations on campus; students can learn time management, leadership, and teamwork skills while having fun.
- If your student is still unsure about a major, encourage a visit to CS, we can help navigate the exploration process.
- Continue conversations with your student about career plans and interests; share information about the "world of work" to help students with understanding the level of professional expectations that exist after graduation.
- Remind your student that CS isn't the only resource on campus. Academic Support Services, the Counseling Center, Student Activities, Residence Life, etc. all have programming or services designed to engage your student and shape his/her experience and exploration.

## Third Year

### Students-Prepare and Gain Experience

- Continue building your network and participate in career related experiential education to build your résumé.
- Research possible positions, companies, and geographic regions in which you'd like to work.
- Assess skills and qualifications needed for employment; if you're lacking, now is the time to develop them.
- Be sure your résumé is updated and ready to distribute; compose cover and thank you letters as needed; you can have them critiqued at CS.
- Develop interviewing skills through a CS mock interview.
- If going to graduate school, identify programs, the application timeline, and study for entrance exams.

### Parents-Careers 301

- You are a key player in developing your student's network; family, friends, and colleagues are excellent contacts.
- Use your work experience and knowledge about your student to make recommendations about possible positions; reinforce skills needed in the "world of work."
- Offer to assist your student with a final résumé review.
- Encourage your student to develop and stick to graduate school application timelines and entrance exam test dates.

## Fourth Year

### Students-Transition from Student to Employee

- Develop a comprehensive approach to the job search; visit CS to learn tips, techniques, and strategies to get started.
- Finalize and submit graduate school applications.
- Take on executive board or other leadership positions in organizations or professional associations; it's a final opportunity to build your résumé before you graduate.
- Attend CS programs to reinforce knowledge and skills in résumé and professional correspondence writing, interviewing, professional dress, dining etiquette, etc.
- Extend your network as much as possible through the Career Expo, On Campus Recruiting, Volunteer Fair, and Employer in Residence program; use these events to schedule interviews before graduation.
- Solidify any references you plan on using within UC and consider using CS credential files to keep you organized.

### Parents-Careers 401

- Remind your student to be diligent during the fourth year, as this is the time to make a final impact on his/her résumé.
- Reinforce "world of work" professional standards and expectations for entry level employees.
- Be supportive during interviews; it can be very unnerving.
- Encourage your student to utilize as many of the resources as possible before graduation, when services are still available and accessible.
- Know that CS provides assistance to recent alumni to help with the transition from student to professional.