



# Career Clock

# CAREER CLOCK

The Career Clock was created with your career needs in mind. It is a tool to guide you throughout the career exploration, research and preparation processes.

To help direct you, we have listed specific tasks associated with each academic year. We encourage you to complete all the tasks associated with your academic year and to repeat steps when needed.

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# FRESHMEN

Welcome to McDaniel College! We are excited to have you here and welcome you to “The Hill.”

Transitioning to college life from high school can be very exciting! The career clock focus of the first year is on exploring academic and career interests and selecting your major. Choosing a major involves several steps that include getting to know yourself, understanding your skills, interests and personal preferences, determining your work-related values, and narrowing your list of possible major choices.

This year, take time to get to know your professors and your advisor. Most importantly, visit the Career Services office located in Smith House. We can offer you personalized attention to help you with this major decision.

## CAREER PLANNING

- Identify your skills, interests, personal preferences and work-related values. Take advantage of the career assessments offered by Career Services.
- Attend a “Choosing a Major” workshop. See Career Services’ workshop schedule available online at: <http://www.mcdanielcareers.org/calendar.html>.
- Visit Career Services Career Resource Library to find resources on various occupations and majors.
- Begin self-directed exploration of specific occupations in which you have an interest by using the links found on the Career Services website.
- Visit the academic departments for the majors that interest you and meet with faculty to ask questions.
- Create your DISCOVER profile to take online assessments and explore occupations. Contact Career Services to obtain a User Token.
- Meet with a career counselor.

# SOPHOMORES

By your second year on The Hill you should have a better understanding of your academic interests. If you have some uncertainties or are unsure about specific academic requirements, be sure to schedule a meeting with your advisor.

The career clock focus of the sophomore year is to begin researching and testing all of your possibilities and connecting with professionals in the industry of your choice. To stay on track of your career clock you must become actively involved in your academic planning and career development. If necessary, revisit tasks from your freshman year.

## CAREER PLANNING

- If you are still undecided about your major, schedule an appointment with a career counselor. In addition, make an appointment to visit advisors in your major of interest.
- Visit Career Services in Smith House and ask about resources to help you clarify your skills, interests, and values.
- Explore the resources in our Career Resource Library and on our website. Check out the *Choosing a Major* and the *Explore Occupations and Industries* pages on the Career Services website.
- Attend a Choosing a Major workshop. Pick up a copy of Career Services' workshop schedule from Smith House or get it off line at: <http://www.mcdanielcareers.org/calendar.html>.
- Talk with a career counselor about how to connect with professionals in an area of interest, where to locate job shadowing opportunities, and how to conduct an informational interview. Check out McDaniel College's Alumni Career Network at <http://www.collegecentral.com/mcdaniel> to find alumni in your area of interest.
- Talk with your academic advisor to find out if you need to complete a special application and make yourself aware of any deadlines and specific requirements that may be needed for your intended major.
- Consider completing an internship to gain experience. Register to use *GT Job Connection!* Log onto <http://www.collegecentral.com/mcdaniel>.
- Continue to explore and research possible career fields as well as job trends within those fields.
- Become involved in the community and volunteer your time to help others. To access a directory of Carroll County community organizations visit: <http://community.carr.org/>.
- Learn about, join and become involved in student organizations and major-related clubs. Attend the College Activities Organization Fair. Seek out leadership positions within these organizations.

# JUNIORS

Your junior year is the time to get moving! It is now time to concentrate on your career goals and begin building your credentials. This year, the career clock focus is to take advantage of opportunities to network with possible employers, gain additional experience in your field, and delve into your major coursework. Another important task for your junior year is to consider developing a graduate/professional school or employment plan and set achievable goals for yourself that will lead to success.

## CAREER PLANNING

- Create a resume and cover letter and have them critiqued by a career counselor.
- Research potential employers. Check out *GT Job Connection* and the Career Resource library located in Smith House.
- Take advantage of “career” related options such as internships, volunteer opportunities, job shadowing, etc.
- Identify your strengths, weaknesses, values, skills and work environment preferences. Use this knowledge to help identify and/or eliminate potential employers.
- Begin networking and making professional connections. Attend the Alumni Career Dinner sponsored by Career Services and Alumni Relations.
- Get involved in a professional organization related to your career field. Inexpensive student memberships are often available. Ask a professor for recommendations or visit Career Services to identify an appropriate organization.
- Conduct informational interviews. Visit the Career Resource Library for helpful tips on how to conduct successful informational interviews.
- Sign up for a Career Services workshop. Better yet, sign up for two or three! For a list of upcoming events go to: [www.mcdanielcareers.org/calendar.html](http://www.mcdanielcareers.org/calendar.html).
- Start building your “professional” wardrobe. If you need some help in this area, stop by Career Services and pick up your copy of “Dressing for Success.” Also, check out the additional resources found on the Career Services’ webpage: [www.mcdanielcareers.org/resources.html](http://www.mcdanielcareers.org/resources.html).
- Attend Career Services’ events (e.g. Job Fair, Internship Fair, Graduate School Fair, Companies on Campus).
- Update your *GT Job Connection* portfolio.

# SENIORS

Seniors, hopefully you've followed your career clock and are prepared to leave your college career behind to enter the exciting professional world or work! Now is the time to get out there and find that great job or to make preparations for graduate school. Although it is your senior year, there are still a few items on your career clock that need attention. For late starters, there is still time to gain work and volunteer experience, network with employers, and perfect your interviewing and resume writing skills. Don't delay for soon it will be graduation.

## CAREER PLANNING

- Ensure that your interview attire is ready to go.
- Schedule at least one mock interview to fine tune your interviewing skills.
- Review sample resumes and cover letters in the Career Resource Library or have your existing resume and cover letters critiqued by a career counselor
- Update your *GT Job Connection* profile.
- Take advantage of all networking opportunities.
- Begin applying to potential employers. Remember to allow at least four months to conduct your job search.
- Complete applications for graduate or professional studies early! Take any required tests needed.
- Attend career related workshops and presentations.
- Join and become involved in professional organizations related to your area of interest.
- Attend Career Services sponsored job fairs as well as other job fairs and career expositions within the area.
- Participate in Career Services' Companies on Campus program. For a list of employers coming to campus, visit *GT Job Connection*.
- Notify Career Services of job opportunities and acceptances.

# ABOUT MCDANIEL COLLEGE'S CAREER SERVICES

## MISSION

The mission of the Career Services office is to provide quality programs, services and resources designed to assist McDaniel students and alumni identify and pursue careers that combine their values, interests, skills, and personality.

We seek to empower our students and alumni by providing the career planning and job search tools necessary to compete in the global workforce.

## WHAT CAN WE DO FOR YOU?

McDaniel College Career Services offers a variety of resources to help you choose a major, explore occupations and industries, prepare job search documents like resumes and cover letters, search for internships, summer jobs and post graduation employment, and interview with potential employers.

Our Career Resource Library offers a variety of print and online resources addressing the full range of career related subjects. Topics include job search strategies, graduate and professional school admissions information, occupation descriptions, employer files, financial aid and fellowship information, major guides, and internship opportunities.

Use our online resources, schedule an appointment with a career counselor, register to attend one of our workshops, or stop by Smith House during our walk-in hours.

## HOW SHOULD YOU CONTACT US?

You can easily contact Career Services by:

- Visiting us in Smith House. Our hours of operation are: Monday, Wednesday, Thursday and Friday from 8:30am-4:30pm. Tuesdays we are open from 8:30am-6:00pm.
- Emailing us at [career@mcdaniel.edu](mailto:career@mcdaniel.edu)
- Calling 410-871-3305.
- Using our walk-in services ~ Career professionals provide drop-in assistance, no appointment necessary.
- Career Services Website ~ Don't forget to check out the numerous resources found on our webpage, [www.mcdanielcareers.org/resources.html](http://www.mcdanielcareers.org/resources.html).

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