

Career Planning Timeline

Florida Community College at Jacksonville
South Campus
Career Development Center U-104

The PSAV career planning timeline is a “checklist” of some of the career planning tasks and activities you can engage in at Florida Community College. Please note that this plan is put together as a guide to assist you, it is not mandatory.

Semester 1

- ✓ Meet with the program manager or program advisor to go over required coursework, TABE testing requirements and/or job outlook information, etc. for any of the programs that you might be considering.
- ✓ Become familiar with the resources and services available to you in the Career Development Center. Visit the web site at <http://www1.fccj.org/sjames/cdcsouth>.
- ✓ Write a résumé and have it critiqued in the CDC. A résumé critique now can help you determine if there are “gaps” in your experience that you need to fill before graduating. Contact the CDC for resume preparation assistance options.
- ✓ Consider a part-time job on campus related to your program of study. Visit the Student Employment unit located in the CDC to review job postings.
- ✓ Get involved on campus. A leadership role in a club or student organization will contribute to your personal development and help build your résumé. Visit the Student Activities office to find out about opportunities available to you.

Semester 2

- ✓ Practice your interviewing skills. Contact the CDC for interviewing assistance options.
- ✓ Begin seeking internship opportunities on your own, with your program manager, the internship coordinator assigned to your program area or with CDC assistance at least 6-8 months prior to the semester that you register for the internship credit class.
- ✓ Attend career fairs to network with employers.
- ✓ Get involved in professional organizations to help you with networking and possibly connect you with future career opportunities (e.g. the Jacksonville Chamber of Commerce offers a student membership). Contact the CDC for info.

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- ✓ Research companies that you would like to work for.
- ✓ Participate in the Résumé Referral Program by registering with the South Campus College Central Network site. The Résumé Referral program will allow the CDC to release your résumé to interested employers.

Last Semester

- ✓ Remain abreast of on-campus recruitment opportunities. Visit your campus CDC for information.
- ✓ Select at least 3-5 references. (give each one a copy of your résumé)
- ✓ Consider building an electronic portfolio to gain a competitive edge in the job market (contact the CDC for info)