Mission:
Engaging students in career development and experiential learning activities that will empower them to successfully pursue their educational and professional goals.

Overview of Resource

Congratulations on pursuing your graduate education at Clemson University. The Center for Career and Professional Development (CCPD) wants to support you while you begin the next steps in your career.

You can see from our mission that we aim to empower you to determine and achieve your educational and professional goals. By utilizing the resources and engaging in career development and experiential learning activities, you can confidently take the lead with your journey. Since you are in the driver seat, we invite you to read over the resources in this packet and the resources hyperlinked throughout this document. Each page summarizes what you should do at various stages of your graduate program to optimize your career and professional success.

Your career development is a marathon, not a sprint. If you take advantage of everything that Clemson, your academic program, and the CCPD has to offer, you can’t go wrong. Good luck, and know you have support!

Your Contacts at the Michelin Career Center

In conjunction with the faculty and staff in your departments, your professional mentors, all of the counselors at the CCPD’s Michelin Career Center are able to assist all Clemson students. You are invited to use our services as often as you like while you are at a student at Clemson and up to a year after you conclude your program.

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Connect with us on social media to receive very best and latest in career advice and internship/full-time positions.

Facebook   Twitter   Pinterest

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3rd Floor Hendrix Student Center
General Questions: 864.656.6000
Make a Counseling Appointment: 864.656.0440
Office Hours: Monday-Friday 8am-4:30pm

MICHELIN CAREER CENTER
COOPERATIVE EDUCATION PROGRAM
UNIVERSITY PROFESSIONAL INTERNSHIP/CO-OP PROGRAM
Main Campus Counseling Services

Fall and Spring Schedule
(summer hours vary – check website)

Drop-in Counseling Hours:
Monday through Friday
1:30 pm to 4:00 pm

Appointments:
Monday through Friday
10 am to 12 pm
1:30 pm to 4:30 pm

Call 864-656-0440
Appointments are typically booked a week in advance.

Online Resources – http://career.clemson.edu/
Click on any of the topics to go directly to the webpage.

Printable Resources: http://career.clemson.edu/michelin_career_center/students/planning/web_handouts.php
Annual Career Guide: (http://career.clemson.edu/michelin_career_center/students/planning/handouts/Career_Guide.pdf)
InterviewStream Practice Interview System: (http://career.clemson.edu/michelin_career_center/students/job_search_tools/interviews/)
Salary Survey and salary resources: http://career.clemson.edu/salary_survey/
Workshop/Event Information: (http://career.clemson.edu/events/)
Online Workshops: (http://career.clemson.edu/michelin_career_center/students/workshops/)

Internship and Job Search Resources

ClemsonJobLink - ClemsonJobLink is your connection to employers and job opportunities. In your ClemsonJobLink account, you can apply for jobs and sign up for on-campus interviews. At Clemson, we work with nearly 2,000 employers who recruit new college graduates from all industries. We are also part of a consortium of colleges throughout the country who share job listings. Because of these efforts there are a wide variety of part-time, internship and full-time job opportunities in ClemsonJobLink. Click here or visit our website for more information about using ClemsonJobLink. (http://career.clemson.edu/clemsonjoblink/)

Versatile PhD - Demystifies nonacademic careers and plausible career paths for students with advanced degrees. (http://career.clemson.edu/michelin_career_center/graduate_students/versatile_PhD.php)

CareerShift - CareerShift offers the most comprehensive online resource, designed to support the # 1 request of job seekers: an easy to use web site to conduct and organize their job search. (http://career.clemson.edu/michelin_career_center/students/job_search_tools/careershift/index.php)

Going Global - A web resource designed to help candidates search for, apply and secure internship and employment opportunities internationally. Going Global's H1B Visa Certification Database - Log into GoingGlobal and search the database of US employers who have sponsored H1B candidates (http://career.clemson.edu/michelin_career_center/students/job_search_tools/resources/going_global.php)

Career OneStop - Search for employers contacts by location, industry and job types. (http://www.careerinfonet.org/employerlocator/employerlocator.asp?nodeid=18)

Online Internship Books: (http://career.clemson.edu/internship_programs/off_campus_internships/students/online_internship_books/index.php)
Reference USA Business Database: (http://www.referenciusa.com/Home/Home)
Chronicle of Higher Education: (http://chronicle.com/section/Jobs/61/)
Other Web Resources Sorted by Category: (http://career.clemson.edu/michelin_career_center/students/web_links/)
**PHASE I - SELF ASSESSMENT**

- **Technical Skills Assessment** - Get to know your academic advisor and professors and how they can assist you with your career development. Discuss with them your interests, abilities, and work-related values and how they might be aligned with career options within your industry. They can also assist you in seeing where you are now with your technical skills and what you need to develop to ensure you have the foundation necessary to acquire field and research experiences before you conclude your program.

- **Soft Skills Assessment** - Organizations are going to expect refined soft skills from graduate students. Critically examine if you have the positive work attitudes and transferable skills employers are seeking (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...)

- **Experience Assessment** - Assess your “working copy” or “everything but the kitchen sink” version of your resume/CV. Are any gaps that need to be included at the graduate level? By assessing this document, you can identify areas where you need to gain more experience. Come to the CCPD for a document review.

- **Career Skills Assessment** - No one is born knowing how to write resumes and cover letters, handle interviews, search for positions, write a teaching philosophy, or translate their PhD work to industry. Hearing information one time won’t help you. Attending workshops several times will increase your skills set when preparing to search for positions. Start researching and even attending workshops provided by the CCPD and other Clemson offices. Don’t wait until thesis or dissertation time. Most of these workshops are available for you to review online and are advertised by email, so check your Clemson email. For CCPD workshops, go to career.clemson.edu and click on the “Events” tab for a list and to RSVP (respond).

- **Network Assessment** - Begin creating a list of your industry contacts. These people should be in a variety of areas within your field. Changes in our career paths can happen at a moment’s notice. If you only know people in a small area of your industry and need advice about another area, who will you contact? When developing your list, ask yourself this critical question about each individual - how well does this person know me? Networking isn’t about collecting business cards or how many people you “know.” Building a solid professional network takes time, so before you start to meet with people, make a list of your contacts.

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PHASE II- EXPLORATION

- **Technical Skills Exploration** – Continue conversations with advisors, professors, and mentors about developing your technical skills. Explore how your interests, abilities, and work-related values align with career options and what organizations expect from someone with your degrees. Identify where and how you can to develop technical skills to ensure you meet industry/academic standards. Begin some initial searching online for internships, full-time positions, post-docs, etc. What technical skills are they asking applicants to have? Which ones do you have, need, or need to further develop to meet their expectations?

- **Soft Skills Exploration** – When connecting with professors, student project groups, etc... explore soft skills other people exhibit. Since you have started to look at position descriptions, do you see any of the soft skills? If organizations want to see that you have these skills, how can you show you have these skills on your resume/CV? Continue developing positive work attitudes and transferable skills. We are never “finished” working on developing these skills. (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...)

- **Experience Exploration** – It’s time to update your “working copy” or the “everything but the kitchen sink” version of your resume/CV. As a reminder - this version will NOT necessarily the document you submit to organizations. Compare your resume to the position descriptions you are seeing online. Are you able to communicate in written form that you have the experience, skills, knowledge, abilities needed to a qualified candidate? Are there required or preferred qualifications that you have? Are you including too much or too little information? Do you need to include more presentations, research, industry experience, teaching experience, etc...? You will start learning how to tailor and customize your resume to specific positions.

- **Career Skills Exploration** – Keep attending workshops and seminars to increase your career skills set. Save handouts for future use. Ask yourself – how am I incorporating what I am learning into my career development? Am I paying attention to announcements/emails about career and professional development opportunities from different offices on campus? The library, Office of Teaching Effectiveness and Innovation, Graduate Student Government, Writing Center, and academic departments hold events throughout the year. Remember it is up to you to use what Clemson has to offer. Take advantage of one-on-one career counseling through drop-ins or appointments with a Career Counselor. See page 2 for details.

- **Network Exploration** – Since you have a list of contacts in your industry, conduct or learn how to conduct informational interviews. Complete at least five informational interviews per semester. Develop/update your “elevator pitch” and practice it at places like conferences and career fairs. Be able to explain what you are doing and what your plans are in the future. Show interest in other people as well. Consider a LinkedIn profile to ensure colleagues and employers them see what you doing to obtain your career goals.

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PHASE III – PLANNING AND PREPARATION

- **Technical Skills Planning and Preparation** – Use the knowledge from informational interviews and position descriptions to determine skills you need. Continue conversations with advisors, professors, and mentors about your technical skill development to ensure they align with opportunities in your desired area and related areas. Consider using VersatilePhD to explore areas outside of academia. Depending on the length of your program, plan when and where you will acquire the skills. Don’t wait to the last minute.

- **Soft Skills Planning and Preparation** – Are you confident in how to articulate your soft skills? Are there soft skills you need to intentionally develop? (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc…) Develop an intentional plan. When it comes to verbally articulating these skills, scheduling a mock interview with the CCPD or using the online mock interview system, InterviewStream, is a great way to practice. Appointments are typically scheduled a week in advance, so plan ahead. See page 2 for details.

- **Experience Planning and Preparation** – It’s time to update your “working copy” or the “everything but the kitchen sink” version of your resume/CV and tailor/customize your resume/CV. You may have conference presentations, poster presentations, invited lectures, research, etc… that you need to add. Plan to update this information every semester, so you don’t forget anything. Also begin to think about if you need to think about other documents necessary for your next step (cover letter, personal statement, teaching philosophy, research agenda, LinkedIn profile, etc…) If you need assistance with how to accomplish this challenge, plan to seek out assistance using campus resources, including the CCPD. See page 2 for details.

- **Career Skills Planning and Preparation** – It’s time to apply what you have learned during workshops, especially internship/job search skills. There are countless places to look for positions. Are you aware of them and which ones are best for your career goals? If you waste time not learning how to use engines like ClemsonJobLink, NACE Network, Going Global, Careershift, USAJobs, HigherEd.com, or others listed on our website, other students will beat you to positions or you will miss deadlines. If you wait to the last minute and need immediate assistance/feedback, you’ll get frustrated. Plan ahead and show you’re proactive. Make sure you know how to tailor your resume/CV and cover letter and can articulate yourself during an interview.

- **Network Planning and Preparation** – How many informational interviews have you done? Follow-up with them to update them on what you have been doing and add new contacts. Show interest in them as well. Don’t develop a reputation for connecting or following-up only when you are asking for something. Revise your elevator pitch and LinkedIn profile to incorporate new projects and experiences. Plan to attend career fairs, conferences, and seek out additional networking opportunities. Remember - the quickest way to damage professional relationships is asking for immediate favors.

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PHASE IV – IMPLEMENTATION

- **Technical Skills Implementation** - Depending on your thesis or dissertation timeline, you should be applying to positions by now. A search takes 6-12 months depending on your industry/area. Continue conversations with advisors, professors, and mentors about articulating your technical skills to organizations. Be critical of applying theory to practice and how these skills translate to the future. Make sure you are articulating technical skills in your resume/CV – not just project descriptions.

- **Soft Skills Implementation** - Make sure you articulate in your resume/CV and cover letter examples of soft skill development. (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...) If you haven’t done so already, schedule a mock interview with the CCPD. Appointments are typically scheduled a week in advance. You will need to provide a copy of your resume, and if you can, provide a position description that reflects the area/organization you are pursuing. We create individualized mock interviews to meet students’ needs.

- **Experience Implementation** - You should be tailoring resumes/CVs and cover letters to each position. Yes, a different documents for each position. If you need assistance, come in for drop-in counseling or call for an appointment at the CCPD. Bring hard copies of your documents and the positions description.

- **Career Skills Implementation** – The search process takes time. You should be comfortable tailoring your resume/CV and cover letter, articulating yourself during an interview, and searching strategies. Implement skills you learned during workshops and seminars. If you waste time learning how to use engines like ClemsonJobLink, NACE Network, Going Global, Careershift, USAJobs, HigherEd.com, or any listed here, other students will beat you to positions or you will miss deadlines. Avoid requesting or demanding immediate assistance. Your last minute emergencies cannot become other people’s priorities. Remember this is your search. Your colleagues and Clemson resources are happy to help, so plan ahead. Read position descriptions closely to ensure you meet minimum requirements. Don’t assume you acquired a position until you actually receive an offer. You’ll miss out on other opportunities while waiting and assuming. If you accept an offer, it is your best interest and the interest of Clemson, your colleagues, and your professors to follow through it. Do not accept an offer knowing that if you receive an offer elsewhere that you will tell the first company you are no longer interested. Remember - develop a positive professional reputation.

- **Network Implementation** - Make sure you have contacted potential references and inform them every time you provide an organization with their names and contact information. Even though you’re using online search strategies, 80% of internship and job opportunities aren’t posted. If you have successfully completed at least 20 informational interviews, you may already know of some opportunities that aren’t posted. Use both online and network strategies. Attend career fairs, conferences, and seek out networking opportunities.

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**Technical Skills Decision Making** - You are now putting into action everything you have learned both inside and outside of the classroom. Connect with advisors, professors, and mentors, about positions and organizations that align with your career goals. It’s time to make hard decisions. If you are not sure whether to pursue your PhD or not or what options exists outside of academia, consider using VersatilePhD.

**Soft Skills Decision Making** - How are you deciding to demonstrate your soft skills during the search process? (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...) Employers are deciding what kind of employee you would be based on your actions. Searching for a position while in thesis or dissertation mode isn’t an excuse to not perform at the highest level and represent yourself in the best way possible.

**Experience Decision Making** - Reflect on the search experience. Are you optimizing your possibilities? Are you being too aggressive or not aggressive enough? Also make sure that each time you distribute your documents, they are updated. Things to check - research, conference, etc...dates. If you need assistance, come in for drop-in counseling or make an appointment with the CCPD. See page 2 for details.

**Career Skills Decision Making** - Graduate students often forget that while they are doing an internship or completing their thesis or dissertation, they have to simultaneously do a job search or consider another graduate degree. It’s important to decide on your next steps sooner rather than later. Time will run out at, and you don’t want to have a bad internship/thesis/dissertation experience because you waited until the last minute to begin your search. Attend workshops/seminars or take advantage of the drop-in or appointment counseling at the CCPD if you need help staying on track. Use workshop handouts to remind yourself of tips to maximize your opportunities for career success.

**Network Decision Making** - If you are not having success with your applications, remember those informational interviews – you may need to do more. Do not ask your contacts for jobs but seek out advice on different search strategies. Decide if you need to revise your documents or approach your interviews differently. Are you not considering all of your options? Doing the same thing will not produce different results. Be open to new strategies and revising your approach. Remember to use online and network strategies. Update your elevator pitch to reflect your latest projects, research, and experiences. Update your LinkedIn profile as well. Make sure your LinkedIn profile is not a carbon copy of your resume. Show people new information about you by asking colleagues to recommend you or endorse your skills. Remember – while networking, do not directly ask for a job. Ask for advice and feedback.

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Additional Career-Related Resources at Clemson University

Clemson Graduate Student Guidebook  – Click here - Overview of Graduate Student Resources at Clemson (http://www.clemson.edu/administration/student-affairs/books/grad-resource-guide/)

Clemson University Writing Center  - Writing Center conferences can address all sorts of expository writing – including drafts of class papers, resumes, reports, application essays, cover letters, seminar projects, dissertations, etc. Our tutoring services are free of charge to all Clemson University students, staff, and faculty.

Locations and Hours: To make an appointment, visit http://www.clemson.edu/centers-institutes/writing/. Assistance is available in several campus locations and hours vary. Check our website for the most up-to-date information.

Walk-in Policy: For our Cooper Library Learning Commons location, appointments are only available on a first-come, first-served basis. For all other locations, we recommend making an appointment ahead of time.

Additional Information: Our tutors are specially trained Fellows and Graduate Students, selected for their knowledge of Communication across the Curriculum and teaching acumen. Learn more about us by visiting our homepage: (http://clemson.edu/caah/writingcenter) where you can also verify our hours before traveling to the main campus.

Clemson Computing and Information Technology (CCIT)  – CCIT is committed to providing training resources to the Clemson University community. CRLT has a number of resources available for employees and students. Click here for more information (http://www.clemson.edu/ccit/learning_tech/ccit_training/index.html).

First Fridays Leadership Series  – The series is an opportunity for students and the community to attend presentations made by entrepreneurs and business leaders who provide insight for successful organizations. These are held at Clemson at the Falls in Greenville, SC. Click here to learn more and subscribe to the events calendar (http://www.clemson.edu/centers-institutes/spiro/).

Working Successfully on a Team  – Click here - In depth examination and suggestions to build skill set (http://www.clemson.edu/OTEI/documents/teamwork-handbook.pdf)

International Student Specific Resources / Office of Global Engagement
Office of Global Engagement (International Affairs): http://www.clemson.edu/administration/ia/index.html
Employment Information: http://www.clemson.edu/administration/ia/services/students/opt-cpt-employment.html
Forms and Documents: http://www.clemson.edu/administration/ia/services/forms.html
Advising: http://www.clemson.edu/administration/ia/services/students/advising.html
Useful Links: http://www.clemson.edu/administration/ia/services/links.html
Maintaining Status : http://www.clemson.edu/administration/ia/services/students/status.html
New Students: http://www.clemson.edu/administration/ia/services/students/new-students.html

Communication Strategies for International Graduate Students
Studying in a country and culture that is different from your own is a challenge. Although often not discussed or immediately obvious, cultural norms can be very different, and understanding these differences can make a critical difference in your experiences and success.

To help international students (and native students and faculty) understand US academic culture, Clemson’s Office of Teaching Effectiveness and Innovation at the main campus (http://www.clemson.edu/OTEI/) has made the book Communication Strategies for International Graduate Students available to anyone with a Clemson email address. Written by Nadine Le Gros, a language and culture specialist at the University of Western Ontario, Communication Strategies for International Graduate Students: Surviving and Thriving in American Academia (2011) will help international students survive and thrive by helping them to understand what their instructors and peers do not communicate. An overview of the book can be found here. However, to access and download the entire book, click here.