



CAREER SERVICES

# Parent Checklist for Student's Career Development

1681 5th Avenue | (304) 696-2370 | [www.marshall.edu/career-services](http://www.marshall.edu/career-services)

## PARENTS SHOULD ENCOURAGE STUDENTS TO DO THE FOLLOWING: FIRST YEAR

- Encourage your student to visit the Career Center or Student Resource Center to take a Career Assessment to learn about career interests, abilities, and values
- Have your student connect with Career Services about their JobTrax account information
- Have your student create a first draft resume and upload to JobTrax
- Discuss the value of connecting with professors and advisors
- Talk with your student about getting involved in campus organizations, activities, and volunteer activities.

## SECOND YEAR

This is the critical year for setting career goals, selecting a major and becoming more involved in campus activities

- Let your student know the importance of declaring a major
- Encourage your student to attend the career expos to network with recruiters and explore job opportunities
- Focus on achieving or maintaining at least a 3.0 GPA
- Encourage your student to join and attend student organizations meetings that relate to your major and career field
- Volunteer on and off campus and Job shadow for career exploration experiences
- Meet with their academic advisor and continue to develop good relationships with professors
- Obtain summer and/or part time jobs that relate to chosen major
- Meet with a Career Services advisor to update their resume

## THIRD YEAR

Gain professional skills and experience through internships, volunteering on and off campus, and taking leadership roles in campus organizations.

- Encourage your student to secure an internship related to their field of study
- Be a leader and practice communication skills, problem solving skills in class, and in student clubs
- Continue to keep GPA above a 3.0
- Have Career Services assist with updating their resume and practice interviews
- Attend networking events and utilize the Marshall Mentoring Network
- Find and develop professional references
- Purchase proper business attire for interviews and attend career expos in the Fall and Spring

## FOURTH YEAR

Fine tune professional skills and make a self-marketing plan. Encourage your student to start early!

- Prepare a final resume with good references
- Make job search a priority before graduation time
- Talk with your student about finding and attending events that will provide networking opportunities
- Encourage attendance at Career Expos on campus to seek employment opportunities
- Sign up for on-campus interviewing opportunities & company information sessions
- Practice interviewing, either virtually on Interview Stream or in person through Career Services

Contact Denise Hogsett, Director, Debby Stoler, Assistant Director, Mirek Bialk, Career Counselor, Michelle Barbour Career Counselor, Jennifer Brown, Program Manager for Internships, and Linda Owens, Administrative Assistant at the above number for more questions!

