



OFFICE OF
CAREER EDUCATION

Parent Checklist for Student's Career Development

(304) 696-2370 | career@marshall.edu

PARENTS SHOULD ENCOURAGE STUDENTS TO DO THE FOLLOWING:

FIRST YEAR

Make this year a time for increasing self-awareness and exploring possible majors and careers.

- Encourage your student to visit the Office of Career Education to take a career assessment and learn about career interests, abilities, and values
- Have your student connect with the Office of Career Education 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 organization meetings that relate to his/her 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 their chosen major
- Meet with a Career Coach 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 his/her 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 a career counselor assist with updating 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 each semester

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
- 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 and company information sessions
- Practice interviewing, either virtually on Big Interview or in person through Career Education

Contact the above number for questions or additional information.

www.marshall.edu/careereducation