

## SET TENTATIVE CAREER GOALS

As you talk about your experiences and your education with your advisor each year, try to identify careers that interest you, careers that are related to your major, or careers that would use the skills you are developing in college. Every year, you will have an opportunity to reflect on your tentative career ideas, narrow your list, and begin to plan more specifically for one or two career fields.

Using the resources below, identify two to four careers related to your major that you will explore.

fy _____	soph _____	jr _____	sr _____
_____	_____	_____	_____
_____	_____	_____	_____

To expand your options, also list two interesting careers that would use your skills and that are not directly related to your major. Discuss these options with your advisor.

fy _____	soph _____	jr _____	sr _____
_____	_____	_____	_____

If the careers you are exploring require graduate school, discuss graduate programs with your advisor and research programs in the career library.

**ASK YOURSELF:** What experiences should I have to prepare for each of these fields? Do I have other interests/skills that might lead to potential careers? How do my campus activities/jobs/internships fit into my goals?

**ASK YOUR ADVISOR:** What skills have I developed that might open other career options? Do any of my career options require graduate or professional school right after Hiram? When should I take required tests?

**ONLINE RESOURCES:** "Research Careers" - Spotlight on Careers at [www.hiram.edu/career](http://www.hiram.edu/career), professional organization websites, Alumni Career Network in Hiram CareerNet

**CAMPUS RESOURCES:** Faculty, staff, and upperclass students, Career Library

## TAKE STEPS TO LEAVE HIRAM

A year before you graduate, you should begin intentionally planning for your future. As you discuss your plans with your advisor, with alumni, with family and friends, keep records of your ideas. Research, network and read about work. Take advantage of campus resources and activities to help you connect to potential employers.

### Employment Preparation:

Resume \_\_\_\_\_ Cover Letter/email \_\_\_\_\_ Professional Wardrobe \_\_\_\_\_

Networking contacts: \_\_\_\_\_

Potential employers: \_\_\_\_\_

### Career Center events to attend:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Resume Review   | <input type="checkbox"/> Job Fairs         | <input type="checkbox"/> Practice Interviews |
| <input type="checkbox"/> Hiram CareerNet | <input type="checkbox"/> Networking Events | <input type="checkbox"/> Senior Meeting      |

**ASK YOURSELF:** What career events should I attend to develop employment skills/connect with employers early/network with alums? Do I still need to develop some marketable skills?

**ASK YOUR ADVISOR:** Are there alums who might advise me?

**ONLINE RESOURCES:** Hiram CareerNet, Peterson's Guide to Graduate Schools

**CAMPUS RESOURCES:** Career Center schedule of events, Alumni Career Network, professional associations, job vacancies at [www.hiram.edu/career](http://www.hiram.edu/career) - Employment



# PACE Plan

## Purposeful Academic and Career Exploration

A four year conversation between you and your advisor(s)

### BE INTENTIONAL

Students who approach their educations and future careers thoughtfully and intentionally will be better positioned to take advantage of all their Hiram education has to offer. This worksheet is designed to help you develop that intentionality and purpose. Use it in combination with regular meetings with your academic advisor, other faculty or staff, and the professional staff in the Hiram College Career Center. Over the course of your Hiram College career, you will develop connections between your academic interests, co-curricular experiences, and future career plans and prepare specific steps towards your first career.

To use the PACE Plan effectively, we suggest the following:

- Complete the first section, "Review Your Experiences."
- Bring your PACE Plan to an advisor meeting fall semester.
- Review your interests, skills, academic and co-curricular choices annually with your advisor.
- Track your experiences from the previous year, plan for new opportunities, and discuss how these experiences integrate into your academic and career plans.
- Make specific plans for your first career following graduation.

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REVIEW YOUR EXPERIENCES

Intentional planning begins with thoughtful reflection. Look back at the choices and decisions you have already made, and review your interests and accomplishments in high school, volunteer, recreation, and social activities.

### High School Activities:

_____	_____	_____
_____	_____	_____
_____	_____	_____

### Other interests, achievements, & awards (such as social, recreational, and/or community involvement):

_____	_____	_____
_____	_____	_____
_____	_____	_____

### What did you learn about yourself from this involvement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ASK YOURSELF:** What activities do I want to continue in college? What new ones would I like to add?

**ASK YOUR ADVISOR:** What clubs, organizations and activities would be interesting or helpful?

**ONLINE RESOURCES:** Center for Student Engagement website\*\*

**CAMPUS RESOURCES:** Fall Involvement Fair, staff in Center for Student Engagement

\*\* NOTE: All online resources can be found on the college website at [www.hiram.edu](http://www.hiram.edu) under Current Students.

## LEARN ABOUT YOURSELF

The most satisfying career options come from learning who you are and what life choices will be satisfying and stimulating to you. Here are a few topics to consider as you plan:

**Interests:** Think about yourself: your intellectual interests, your hobbies, your favorite reading topics, TV programs or magazines, and note what intrigues you. Review your interests every year to see how they change.

**Transferable Skills:** Skills such as writing, analytical and critical thinking, researching, communicating orally, and many more are developed in every facet of your life including classes, campus activities, summer jobs, internships, or community service projects. Every year, think about the skills you have and those you would like to develop such as leadership, language, or computer skills.

fy \_\_\_\_\_ soph \_\_\_\_\_ jr \_\_\_\_\_ sr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Personality:** While personality never determines a career choice, knowing yourself can help you identify academic, extracurricular, and career options that would engage you. Write a few of your personality traits here and review them annually.

fy \_\_\_\_\_ soph \_\_\_\_\_ jr \_\_\_\_\_ sr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ASK YOURSELF:** Could some of my interests lead to a career, or are they my avocational interests? What new intellectual interests could I pursue? What skills could be developed in my potential majors? My campus job? A new leadership position? An internship?

**ASK YOUR ADVISOR:** What are my strengths and those that need development?

**ONLINE RESOURCES:** Career Planning resources: Focus, Transferable Skills Inventory, Career Zone on [www.hiram.edu/career](http://www.hiram.edu/career)

**CAMPUS RESOURCES:** Staff in Center for Student Engagement and the Career Center

## MAKE ACADEMIC DECISIONS

Some students come to college with a major in mind; others continue to explore as they take courses, develop new interests and skills, and learn more about careers. Try to choose a major that offers classes you enjoy, faculty and students you work well with, and one which allows you to succeed academically.

Discuss this decision with your advisor, and list some of the majors you are now exploring:

**Possible Majors:** \_\_\_\_\_

**Declared Major:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minors:** Carefully chosen, a minor can diversify your academic background or provide you with additional career-related content and skills. While a minor is NOT a requirement, it may expand your career options or support your major.

List minors you want to consider:

\_\_\_\_\_

**Course Clusters:** Instead of a prescribed minor, there may be a cluster of courses that will add to your academic preparation, expand your intellectual interests, or offer career options. After talking with your advisor, use the course listings to develop a list of courses that could complement your major.

\_\_\_\_\_

**Study Abroad:** While much learning in college comes in the classroom, experiencing the world is also critical. Early in college, begin to plan for a study abroad program that will complement your major and/or academic interests. List two study abroad options that interest you along with the semester they are offered.

\_\_\_\_\_

**Capstone Project:** Once you have selected an academic major, begin thinking about your capstone project. Discuss these ideas with your academic advisor.

\_\_\_\_\_

**ASK YOURSELF:** What courses interest and challenge me? Could my capstone support my career interests?

**ASK YOUR ADVISOR:** Which courses might complement my current interests? Challenge me? How do my interests relate to other disciplines? Which faculty might be good resources?

**ONLINE RESOURCES:** Hiram College Catalog online, Web4Students, departmental websites

**CAMPUS RESOURCES:** Departmental Interest Meetings, faculty, and upperclass students

## GET EXPERIENCE

### Involvement

Campus organizations and activities help you develop skills, practice leadership abilities, and get more out of college. List your current involvement below and any organizations or activities that might interest you. Be sure to think about how those activities relate to your long-term interests and goals. Which leadership positions interest you in these organizations? Make note of when you could take on a leadership role in a club or organization. Update this section annually with your advisor.

fy \_\_\_\_\_ soph \_\_\_\_\_ jr \_\_\_\_\_ sr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Campus, Part-Time, or Summer Work

Choosing your campus, part-time, or summer jobs carefully can help you get work experience that allows you to explore careers, helps you make career decisions, and gives you related work experience. List your current jobs and any additional jobs you might take to get more career-related experience. If you're not sure what jobs would be useful, ask your advisor, the Career Center staff, or other mentors for suggestions.

fy \_\_\_\_\_ soph \_\_\_\_\_ jr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Community Service

Becoming engaged in your community is an important responsibility for liberally educated persons. Volunteer work allows you to help the community, expand your skill set, and explore your career options. List your community involvement plans below:

fy \_\_\_\_\_ soph \_\_\_\_\_ jr \_\_\_\_\_ sr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Internships and Research Opportunities

In today's employment environment, internships are critical for three reasons: they provide you with valuable application of your academic background, they help you develop relevant skills for the workplace, and they show employers you are serious about your professional goals. Begin planning early. Every year, list three new ideas here. Discuss them with your advisor annually.

fy \_\_\_\_\_ soph \_\_\_\_\_ jr \_\_\_\_\_ sr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Internships Completed

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 \_\_\_\_\_  
 \_\_\_\_\_

**ASK YOURSELF:** What skills do I need to develop outside the classroom? Which jobs, programs, activities, or internships can help? Should I take on leadership roles, new tasks? Where could I volunteer and learn new skills?

**ASK YOUR ADVISOR:** What jobs, activities, and internships might help me develop? Which alums could advise me?

**ONLINE RESOURCES:** Hiram CareerNet, Student JobCentral, Community Service website

**CAMPUS RESOURCES:** Career Exploration Fair, Summer Job Fair, Campus Job Fair, staff