



Career Services

"Your journey to career success begins here..."

Gwynedd-Mercy College • Campbell Hall • Ext. 230 • careerservices@gmc.edu

THE CAREER DEVELOPMENT PROCESS

1. Career Self-Assessment

The theme for this stage in the career development process is **SELF KNOWLEDGE**.

Outcome for Stage 1:

- Create a profile of yourself (including your values, interests, personality/work-style, and strengths (VIPS)).

Services & Resources:

- One-on-one career counseling/advising
- Career-assessment instruments

2. Career Exploration

The theme for this stage in the career development process is the stimulation of your **CURIOSITY**.

Outcome for Stage 2:

- Explore your options
- Match your "profile" with the requirements/description of the positions you're interested in pursuing
- Identify and research organizations with these positions

Services & Resources:

- One-on-one career counseling/advising
- Information on what you can do with your major
- Websites for in depth information on career paths of interest
 - Occupational Outlook Handbook: www.bls.gov/oco
 - O*Net: <http://online.onetcenter.org/>
- What can I do with a major in...?
<http://www.gmc.edu/students/careerservices/whatcanido.php>
- Job market information & job descriptions, including the Occupational Outlook Handbook, Dictionary of Occupational Titles, & Occupational Outlook Quarterly
- Internship opportunities
- Graduate School information

3. The Job Search

The theme for this stage is **MARKETING**.

Outcome for Stage 3:

- Create the necessary documents you need for the job search (resume, etc)
- Prepare for interviewing
- Develop an “outreach” strategy to create interviews

Services & Resources:

- One-on-one career counseling/advising
- Career-related workshops including resume writing, interviewing techniques, and the job search
- A computerized job posting system (www.collegecentral.com/gmc)
- Specialized Career Fairs (www.collegecentral.com/gmc)
- Job Search Documents including models & samples of resumes, cover letters, follow up/thank you letter, and references.
- Interviewing techniques (Mock Interviews)
- Job search/outreach strategies

4. Success On-The Job

The theme for this stage is **PROFESSIONALISM**.

Outcome for Stage 4:

- Develop an understanding of professionalism, politics in the workplace, and paying dues
- Identify the balance you need among your career, family, & personal life
- Cultivate ways to manage your stress

Services & Resources:

- One-on-one career counseling/advising
- Experiential Learning opportunities
- Related Workshops

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