**A Parents’ Guide to Career Development**

*The most important things that parents can do to help their child with career planning are:*

1. **Listen**
2. **Be open to ideas**
3. **Help your child find information**

*Use these additional tips to help your child succeed throughout their college experience:*

1. **Encourage your child to visit the career center located on their campus** 
   1. The next time you are visiting your child’s campus, stop into the career center office and pick up a business card of one of the counselors.
   2. Then, when your child is feeling anxious or uneasy about their future, hand them the business card you picked up and tell them to call the number on the card for questions and concerns.
   3. The spring semester of freshman year is more of the time when your child will start using the career center, because the fall semester they are “settling in.”
   4. Many offices offer the following services that may be of help to your child: mock interview, a network of alumni willing to talk about their jobs and careers, a library of books on a wide range of careers, workshops on writing resumes and cover letters, a recruiting program, and individual advising.
2. **Advise your child to write a resume**
   1. Instructing your child to write a resume can be a rather “reality test” and can help them to figure out their weak spots that do require improvement. Suggest to your students to pick up sample resumes from the career office in order to help them write their own.
   2. You can offer your child to edit their resume, but for grammar, spelling, and content only, and then have them schedule an appointment with a professional from the career center.
3. **Challenge your student to become “occupationally literate.”**
   1. Talk to your child about if they have come up with any plans or ideas about what they want to do once they graduate college.
   2. If your child seems unsure about their future plans you can suggest the following:
      1. Taking a “self-assessment inventory,” such as the Myers-Briggs Type Indicator
      2. Talking to one of their favorite faculty members
      3. Researching a variety of interesting career fields and employers
4. **Emphasize the importance of internships** 
   1. Gaining experience in a field of interest before graduation will help students secure jobs after graduation.
   2. It is also a good idea for your student to sample career options by trying out summer employment opportunities or volunteer work.
   3. Why should your child get an internship?
      1. Employers are interested in communication, problem-solving, and administrative skills. These can be developed through internships.
      2. Most employers tend to want to see experience on a student’s resume. When they see this, they often will hire the student from the internship program.
      3. Just because your child has a good GPA, does not mean that they are in the clear. EXPERIENCE is IMPORTANT!
      4. If your child has a strong letter of recommendation from their internship supervisor, then an interview is likely to follow.
5. **Encourage extracurricular activities**
   1. In order for your child to get the “full effect” of college, it is important for them to get involved on campus non-academically.
   2. Interpersonal and leadership skills are often developed from extracurricular activities.
6. **Help your student to stay up-to-date with current events**
   1. Employers really want students to know what is happening around them; so, encourage them to watch the news or read *The New York Times* during any free time that they may have.
7. **Explain the value of networking**
   1. It will be beneficial to not only you, but to your child, if you introduce your child to professionals that you may know who are in career fields that your child may be interested in.
   2. If you do not have those types of connections, encourage your child to contact people in personal and professional networks for summer jobs.
   3. It is also important that you encourage your child to “shadow” someone in the career field they may be interested in so that they can increase their awareness of the field they may want to pursue a career in.
8. **Help the career center**
   1. Call the Student Career Development office at (740) 351-3027 when your job has an open internship, summer, part-time, or full-time job opening.