



[WWW.CREW.CC](http://www.crew.cc)

JEFFERSON EDUCATION CENTER

200 WEST BROADWAY; SUITE 900 502-213-4520

MON-THURS 9AM-5PM

JCTC SOUTHWEST

1000 COMMUNITY COLLEGE DRIVE; THE STUDENT CENTER; 502-213-7376

MON/WED/THURS 9AM-5PM • TUES 9AM-6PM

The following program outlines opportunities and activities that will enhance a student's ability to define and accomplish academic and career goals. Please note that the time frame to complete these activities is based on a student working towards an Associate Degree; these steps would need to be consolidated for a student working towards a Diploma or Certificate.

Explore (0-20 credit hours)

- Begin to explore information about careers through academic departments, internet resources, and the CREW Center. Learn more about career exploration on the CREW website at <http://crew.cc/services/career-assessment>
- Familiarize yourself with campus facilities and resources at https://jefferson.kctcs.edu/Student_Life/Activities_and_Organizations/ and develop leadership skills through participation in extracurricular activities, volunteer experiences, and work experiences.
- Explore how your personality, interests, and values connect with programs of study and career opportunities by completing TYPEFOCUS, a web-based career guidance program. If you are not enrolled in FYE 105, stop by the CREW Career Center to complete this assessment.
- Participate in an informational interview with a professional, active in the field, to explore information about the specific career field. Check out the CREW Center website for helpful hints or speak with a CREW Counselor. Locate additional informational interviewing tips at <http://crew.cc/documents/informational-interviewing-resource-sheet.pdf>
- Register on the CREW Center's job portal at www.crew.cc/jobs to search for internships, co-ops, part-time, and full-time jobs.
- Locate volunteer opportunities connected to your career goals to gain related experiences. Look here for a list of volunteer websites: <http://crew.cc/services/job-search>
- Write the first draft of a resume – use the resume as a visual tool to begin planning academic and career goals. CREW Counselors will help you!
 - Create the content of your resume by using the CREW Center's Resume Smart Content Builder at <http://resume.crew.cc/Resume/Navigate>
 - Once you have utilized Resume Smart, then format your resume and submit it to the CREW Center's Resume Dropbox at <http://crew.cc/services/resume#resume-dropbox> or visit the CREW Career Center and bring an electronic copy of your resume
- Research job market trends and salary ranges on ONET at www.onetonline.org and the KentuckianaWorks Career Calculator at <http://www.careercalculator.org/#/>
- Familiarize yourself with course and degree requirements.
 - If you are planning on transferring, then meet with JCTC's Transfer Services or ULtra (for students transferring to U of L).

- Locate JCTC Transfer Center Information at <https://jefferson.kctcs.edu/Academics/Transfer-Center/>
- Locate Ultra Transfer Information at <http://louisville.edu/admissions/apply/transfer/ultra/> (*Ultra students are charged a \$40 fee each semester; contact their office for additional questions*).

Plan (21-45 credit hours)

- Continue with the steps listed above (0-20 credit hours).
- Visit the CREW Center to work on improving your resume and adding your relevant experiences and involvement opportunities; join organizations and honor societies on campus related to your career interests or major.
- Get involved with experiences and activities that will develop your transferable skills. Look at this listing of the top transferable skills sought by employers at <http://crew.cc/services/resume/top-ten-skills>
- Make an appointment with the CREW Center for a mock interview to gain experience in interviewing. Schedule your appointment here at <http://crew.cc/services/interviewing>
- Meet with the CREW Center's Coordinator of Cooperative Education and Internships, Debra Cotton, to discuss possible internships and co-op opportunities in your field. Locate more information here at <http://crew.cc/services/internships-coops>
- Meet with your academic advisor to make sure you are on track with your education and career plan.
- Participate in the CREW Career's Job Shadowing Week to network with a professional in your desired career field.
- Meet with your academic advisor to make sure you are on track with your education and career plan.
- Begin developing networking contacts whom you can use for references. Review the CREW Center's Reference sheet for help in developing a reference page at <http://crew.cc/documents/reference-page-resource-sheet.pdf>

Act (45-60 hours)

- Continue with the steps above (0-45 credit hours).
- Apply for jobs and set up interviews. Friendly reminder: Start your job search at least 3-4 months prior to graduation. Locate
- Conduct research on all potential employers. Preparation really pays off!
- Market your candidacy online by creating a LinkedIn account or online career portfolio. Schedule an appointment with the CREW Center to create either of these at <http://crew.cc/services/networking>
 - Review this LinkedIn checklist at <http://crew.cc/documents/linkedin-profile-checklist.pdf>
 - Review our Promoting Yourself Online resource sheet to learn more online career portfolios at <http://crew.cc/documents/promoting-yourself-online.pdf>
- Watch for application deadlines for school applications and prepare in advance.
- Meet with your academic advisor to make sure you are on track with your education and career plans.
- Network with professionals in your career field by attending professional or trade association meetings, joining on-line discussion groups, or participating in community forums.
- Learn negotiation skills and determine major considerations before accepting a job offer.
- Update your reference page.