Career Development Portfolio

Outlined below are the Career Development Portfolio (CDP) milestones that you will complete during your time as a student. Your career journey is unique to you, and the milestones below are meant to guide you in your professional growth. Meet with your Career Coach to **identify a career avenue** that is right for you, **develop a clear path** to achieving your professional goals, and **receive tools and resources** to support you on your journey toward a **Work and Learn Experience (W+L)** and your **launch goals**!

	Year 1		**Year 2**	
	Credits 0-15	**Credits 16-30**	**Credits 31-45**	**Credits 46-60**
Meet Your Coach	☐ **Take** assessments + **develop** awareness of career possibilities	☐ **Outline** career goals alongside a Career Coach		
	Your Career Coach will walk you through the CDP and provide you with a Goal Tracker to strategize around milestone completion.			
Resume + Cover Letter	☐ **Create** + **upload** resume + cover letter to the CDP	☐ **Revise** resume after W+L experience		
	Your Career Coach will provide you with resume and cover letter materials and will support you with resume revisions.			
Employability Skills	☐ **Review** employability skills in the Resource Toolkit	☐ **Participate** in employability skill development activities		
	Your Career Coach and Career Experiences Specialist will provide you with employability skills resources.			
Networking Skills	☐ **Review** networking skills materials + **create** elevator pitch	☐ **Understand** + **practice** elevator pitch ☐ **Use** elevator pitch in a networking event / setting		
	Your Career Coach will provide you with elevator pitch and networking materials and will support you in refining your pitch.			
W+L Prep: Employer Engagement	☐ **Engage** with an employer / industry professional		☐ **Engage** with an employer / industry professional	
	Your Career Coach and Career Experiences Specialist will provide you with W+L preparation resources.			
Interview Prep: W+L Experience	☐ **Review** interview prep materials in the Resource Toolkit	☐ **Understand** + **practice** the S/TAR Method		
	Your Career Coach will provide you with interview preparation resources.			
Complete a W+L Experience	☐ **Review** HireIvy opportunities	☐ **Apply** to W+L experiences - one in HireIvy required ☐ **Participate** in a W+L experience ☐ **Articulate** employability skills developed from W+L experience in resume ☐ **Have** Employer Evaluation completed by W+L Supervisor + upload to HireIvy		
	Your Career Coach and Career Experiences Specialist will provide you with W+L resources and support.			
Professional Networking Profile	☐ **Review** professional networking profile materials in the Resource Toolkit	☐ **Develop** a professional networking profile ☐ **Add** new academic + professional accomplishments to professional networking profile	☐ **Add** W+L experience to professional networking profile	
	Your Career Coach will provide you with professional networking profile materials.			
Launch Goals	☐ **Establish** launch goals	☐ **Refine** launch goals as needed	☐ **Complete** the CDP + launch survey	
	Your Career Coach will support you in establishing, refining, and achieving your launch goals.			

The Career Development Portfolio (CDP) is new to Ivy Tech and evolving. Changes may be made to milestones and documents corresponding to the CDP as Career Coaching and Employer Connections (CCEC) continues to grow and develops a plan for milestone completion. New versions or edits will be finalized by the CCEC Systems Office team and shared through Alpha Campus CCEC offices.