

CAREER DEVELOPMENT PORTFOLIO:

Milestones

Career development is a process, not a one-off decision. You will make career moves and decisions throughout your lifetime. Career development can be chaotic or uncertain at times. Even if you know what you would like to do, you don't always know how you will get there. Ivy Tech has career development resources to support you in the chaos, including Career Coaching tailored to your unique goals, and the Career Development Portfolio (CDP), a series of activities and milestones that make up a well-rounded career development experience. Both support your decision-making and movement toward your career goals. You will find the CDP milestones that you will complete during your time as a student below. These milestones and their associated activities will guide your professional growth and promote career-readiness. It's important that you meet with your Career Coach to identify steps and activities that are right for you, to discern a clear path to achieve your goals, and receive tools and resources to support you on your journey toward a Work and Learn Experience and your launch goals!

Phase 1	Phase 2	Phase 3
Credits 0-30	Credits 16-45	Credits 46-60
<p>Build Career Awareness:</p> <ul style="list-style-type: none">Meet 1 to 1 with your Career Coach to identify steps that are right for setting you on your career path <p>Explore Careers:</p> <ul style="list-style-type: none">Engage with employers in ways that are meaningful to your career development <p>Prepare for Career Experience:</p> <ul style="list-style-type: none">Submit resume and have it approved in HirelvyCompose an elevator pitchPrepare for interviewingCreate your Professional Networking Profile	<p>Build Career Experiences:</p> <p><i>Meet with your Coach to discuss building experience through work and learn opportunities.</i></p> <ul style="list-style-type: none">Learn about employability skillsComplete the Work and Learn Milestone in Hirelvy	<p>Launch Your Career:</p> <p><i>Meet with your Coach to reflect on your career experience so far. Refine your CDP progress, and identify steps to reach your career goals.</i></p> <ul style="list-style-type: none">Complete and submit Launch Survey



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Ways to Complete Milestone Activities

There are several ways to complete each CDP milestone, and you can tailor the CDP experience so that it works for you. Talk with your Career Coach, participate in workshops, and engage with employers to complete milestones and work toward your post-graduation goals! Be sure to engage with your Career Coach along the way so that you can take advantage of the many resources and activities available for your career development process.

Build Career Awareness

Milestones:

Meet 1 to 1 With Your Career Coach To Identify Steps That Are Right For Setting You On Your Career Path

Activities:

Understand the CDP | Take an Assessment (*Ivy Career Strong*) | Conduct Industry Research

Explore Careers

Milestones:

Engage With Employers In Ways That Are Meaningful To Your Career Development

Activities:

Employer Q+A | Job Shadow | Classroom Guest Speaker | Internship/Career Fair | Employer Panel | Career Webinar | Jobsite Tour | Information Session | Workshop | Identify Next Steps for Developing Your Career + Completing the CDP | Industry Research

Prepare for Career Experience

Milestones:

Submit Resume And Have It Approved in Hirelvy

Activities:

Submit Your Resume in Hirelvy | Coach Reviews Resume + Provides Feedback Prior to Approval (*may also include cover letter*)

Compose Elevator Pitch

Attend a Workshop or Meet with Your Coach | Upload Evidence of Your Elevator Pitch to Hirelvy

Prepare For Interviewing

Learn to Use S(T)AR Method | Attend a Workshop or Meet with Your Coach | Utilize InterviewStream to Practice Interviewing

Create Your Professional Networking Profile

Use Platform Like LinkedIn or Hirelvy

Build Career Experience

Milestones:

Learn About Employability Skills

Activities:

Workshop | WIN Career Readiness e-Learning | LinkedIn Learning | Career Coach Conversation

Complete The Work And Learn Milestone in Hirelvy

Meet with Your Career Coach to Prepare for the Work and Learn Experience and Complete Relevant Documentation | Identify + Apply to Several Work and Learn Opportunities

Launch Your Career

Milestones:

Complete And Submit Launch Survey

Activities:

Reflect on Your Experience and Refine Your Launch Goals | Remain Connected to the College | Inform the College of Your Post-Graduation Plans by Completing the Launch Survey

COLOR KEY:

Phase 1

Phase 2

Phase 3