Career Planning Checklist

☐ Become familiar with the Hire a Red Hawk portal; log in through your NEST account by clicking “Career Services” on the top right corner of the main page.

- **To search for jobs:** click Jobs then scroll down to Search. Click Job Search Filters on the top right then select preferences on next page. Use Extended Job Search under Jobs to see more opportunities in other regions.
- **To schedule a career counseling appointment:** click Career Counseling then scroll down to Counseling Appts. On the next page, click the Request New Appointment button. On the next page, enter your request criteria then check beside CHSS Career Advisor (Jeff Poulos) and/or CHSS Career Services (Nadine Verna) to see available time slots. Virtual appointments are available – enter your phone number and indicate your preferred method in the notes section.
- **To view sample resumes, tip sheets, and other resources:** click Resources then scroll down to Document Library. Click the More Filters button then select CHSS Documents from the drop-down menu in the Tags window.
- **To participate in an online mock interview:** click Resources then scroll down to Mock Interviews. Click the Record New Attempt button for the interview subject of interest. Request feedback from CHSS Career Development staff.
- **To take the Focus-2 career assessment:** in the Resources box on the right side, click Focus-2 (Career Planning Tool). Register for an account on the next page using the access code, Redhawk.

☐ Consult with your academic advisor to confirm that you will meet all degree requirements on time.
☐ Research roles of interest on Career Services’ Link Majors to Careers page.
☐ Read industry publications, join professional groups, and attend related conferences/workshops to gain insight on trends and make valuable connections.
Gain valuable experience through part-time, summer, internship or volunteer experience in childcare, schools, hospitals, camps, or in advocacy or service-oriented programs.

Expand your skills and experience through leadership positions in your local community.

Obtain certifications in CPR, safety and first aid for adults, children and infants and specialized areas.

Refine your resume to include your most marketable and relevant educational and professional experiences.

Create/revise your LinkedIn profile.

Actively network with professionals working in your area of interest.

Develop a board of advisors comprised of mentors at different stages of their careers from whom you can seek guidance.

Meet with CHSS Career Development staff to formulate timelines and action plans for your full time job search and/or graduate school.

Attend graduate school and career fairs to learn about educational and job opportunities.

Resources

Association of Child Life Professionals:
https://www.childlife.org

Child Welfare information Gateway:
https://www.childwelfare.gov

Child Welfare League of America:
https://www.cwla.org

International Congress of Infant Studies:
https://infantstudies.org

National Association for the Education of Young Children:
https://www.naeyc.org

National Court-appointed Special Advocate (CASA) Association:
https://casaforchildren.org

New Jersey Department of Children and Families:
https://www.state.nj.us/dcf

Center for Career and Academic Advising
College of Humanities and Social Sciences (CHSS)
chsscareer@montclair.edu