

CHILD ADVOCACY & POLICY ONLINE MA

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.

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- 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>

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