Professional Development Requirement Checklist - Year One  
Name: ___________________________

Fall 2018

Goals: Develop a plan, supporting documents, and networking contacts to secure meaningful internships. Begin to narrow your job search focus and research hiring timetables and deadlines in your selected sector/field. (Keep in mind that most finance and consulting summer internships have deadlines in the fall. The deadline for State Department and other intelligence agencies is usually around November 1.)

Steps:
(1) Ensure résumé is approved by SFS Graduate Career Center.
(2) Meet with the SFS GCC to review your personal career plan.
(3) Attend at least two professional development events or workshops (including I Know What You Did Last Summer event).
(4) Create a LinkedIn profile and join the CGES Alumni Group (closed). This is not required but encouraged for all students for networking and to manage contacts.

Please complete the personal career plan on your own time. Bring the completed plan with you to your SFS GCC meeting.

Professional Development events include professional development events held in the BMW Center, GCC workshops, career fairs, networking events, fellowship presentations, etc.

1) Meeting with Career Counselor: Name______________________________________Date: ________

2) Event #1: _____________________________________________________________Date: ________

3) Event #2: _____________________________________________________________Date: ________

4) Did you create a LinkedIn profile and join the CGES alumni group? Yes/No

Please submit this form, along with a copy of your personal career plan, to the Supervisor of Academic Programs by December 14, 2018.