

SKIDMORE COLLEGE

# Career Development Guide

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Getting to Know the Career Development Center  
& Exploring Your Options

## **TABLE OF CONTENTS**

### **GETTING TO KNOW THE CAREER DEVELOPMENT CENTER**

Overview of Services	Pages 2-3
Meet the Staff & Career Coaches	Page 4-5
Common Myths	Page 6

### **EXPLORE YOUR OPTIONS**

The Career Development Process	Page 7
Self-Assessment	Page 8-9
Exploring Majors & Careers	Pages 10-11
The Four-Year Plan	Pages 12-14

## OVERVIEW OF SERVICES

### Our Mission

Skidmore's Career Development Center is committed to supporting all students and alumni through the creative process of integrating their liberal arts education and experiences into a satisfying career. In keeping with the College's founding principle of linking theoretical with applied learning, we help students and alumni develop self-knowledge, cultivate partnerships on and off-campus, prepare for experiential opportunities—such as internships, collaborative research, and community involvement—and manage their careers proactively. We encourage students to build skills and participate in engaged liberal learning practices early in their Skidmore experience, and we offer guidance to both students and alumni in forging meaningful careers for a world of rapid change.

#### **1: Schedule an appointment or stop by during drop-in hours.**

- We can discuss your career interests and help you develop a plan to reach your goals.
- We review documents such as resumes, cover letters, and personal statements.
- We administer and interpret career assessments to help you with choosing a major and making career decisions.
- We will guide you in the best way to use our programs and resources in My CDC Account.

#### **2: Attend workshops, panels, and networking events.**

- Skill building workshops: We offer workshops on writing resumes, networking, internship and job search.
- Panels: We invite alumni and professionals to come to campus to talk to students about their careers and how they got started.
- Networking events: We offer events both on and off campus where students can meet alumni in their fields of interest including Career Jam and An Evening of Transition & Transformation (Boston & NYC).
- Recruiting events: We participate in two consortiums which have interview days and career fairs including the Career and Internship Connections (CIC) and Eastern College Career Days (ECCD).
- Visits by graduate and professional schools: We offer a graduate school expo where admission representatives come to campus to share information about their programs and we host information sessions throughout the year.

### 3: Use the resources available on our website.

- **MyCDC Account:** Access 6,000+ job and internship listings through My CDC Account, the Liberal Arts Career Network (LACN), and Nationwide Internships Consortium (NIC) databases. First-time users should enter your full Skidmore e-mail address and select Forgot Password to log-in; every matriculating student already has an account. Follow the prompts and complete any missing information in your profile to gain access. Please note, you won't be able to apply until you upload your resume to the My Documents tab. \*Don't forget to change the password to something you will remember.
- **Liberal Arts Career NetWORK (LACN):** This is a consortium of 31 top liberal arts colleges and universities which collaborates to position students and graduates for a competitive advantage in the global marketplace. The LACN job and internship database markets internships, summer positions, and full-time jobs to students from these schools. Spotlight on Careers is a collaborative resource of online guides of career fields popular with liberal arts students and graduates.
- **Nationwide Internships Consortium (NIC):** This resource provides internship listings and opportunities to students and alumni of member institutions. Since 1997, NIC has connected employers to a talented and diverse pool of candidates.
- **Passport Career:** Find a job abroad that suits your needs. Passport Career provides country specific career and employment information, H1B employer listings, corporate profiles, and career resources for 30 countries. This resources also has city guides for the U.S.
- **Career Advisor Network:** Search our online database of alumni and parents for names and contact information of people who have volunteered to answer your career related questions. Keep in mind, this information is confidential and is only to be used for career information/job search purposes.

#### Visit Us

The Career Development Center  
Starbuck Center, Second Floor

#### Career Counseling Appointments

Appointments are available for Skidmore students and alumni to meet with career counselors in-person or via phone/Skype. Please call 518-580-5790 to set up an appointment.

#### Daily Drop-Ins

Drop-ins are held daily during the academic year from 2 - 4 p.m. in the Career Development Center, and in Lucy Scribner Library (see website for room, it changes semester to semester) from 8 - 10 PM, Monday - Wednesday. E-Resume review hours are held from 6 - 8 PM, Monday - Thursday. Students can email materials to: [careercoach@skidmore.edu](mailto:careercoach@skidmore.edu).

## **Meet the Staff**

### **Kim Crabbe, Director of the Career Development Center**

Kim graduated summa cum laude from the College of Staten Island with a B.A. in Psychology and then went on to St. John's University to complete a M.S. in Education. A seasoned career development professional, Kim began as a career counselor at her alma mater, the College of Staten Island, where she served in several roles in the Career and Scholarship Center from 1998 – 2008. In 2008, Kim joined Drew University as the Director for the Center for Career Development where she created a comprehensive four-year career development program, with signature programming including The Roadtrip Program, Alumni Mentor Program (AMPs), Internship Expo, and Seniors Only Series (SOS). She is co-author of *Job Hunting Made Easy*. Kim has extended her professional career to include service at the state level serving as the President of the New Jersey Association of Colleges and Employers.

### **Corine (Cori) Houry, Recruiting Coordinator/Staff Assistant**

Corine Houry works as the Staff Assistant and Employer Recruitment Coordinator for the Career Development Center. She graduated from the State University of New York at Oswego with a degree in Fine Arts focused on drawing. In addition to her office skills she runs, cooks, creates art and collects stats for a local roller derby league.

### **Megan Jackson, Associate Director/IT Manager**

Megan is a professional career counselor and she has been with Skidmore Career Development Center for the past five years. She regularly provides career counseling to students and alumni, manages the Peer Career Coach program, and facilitates programs on and off campus such as the Multicultural Speed Networking Event, International Student Job Search, and all programs that connect career development to technology. She also acts as the Technology Chair for the Executive Board for the Liberal Arts Career Network, a group of 31 small, competitive, liberal art colleges. Additionally, Megan maintains the Career Development Center website and develops the annual Outcomes Report for 1-year out and 5-year out graduates. Previously, Megan worked in Career Services at The College of Saint Rose and the Transfer Services Office at the State University of New York at Oswego. She holds a Master of Science in Education in College Student Services Administration, with a concentration in Career Counseling and Multicultural Counseling and a BA in Sociology with a minor in Political Science.

### **Penny Loretto, Associate Director**

Penny is a National Certified Counselor with over 25 years in Human Resource Management and career counseling. Penny holds the following credentials as a Licensed Mental Health Counselor, Master Career Counselor, and Distance Career Counselor and holds a Master of Science degree in Education with a concentration in counseling from the College of St. Rose in Albany, NY. Penny works closely with students and alumni on educating and providing career counseling to help guide them in the career decision-making and internship and job search process. Penny also works with alumni and employers to secure valuable internship opportunities for Skidmore students. Penny manages Skidmore's Job Shadowing and Funded Internship Programs and collaborates with faculty to bring the Living the Liberal Arts Program to Skidmore each year. Penny has been with Skidmore since 2000 after transitioning from working in Human Resources for 12 years at Glens Falls Hospital. Penny is also the About.com Guide to Internships, writing ongoing online articles on internships, cover letters, resumes, career exploration, networking, and interviewing. Penny also has her own private career counseling practice, Career Choice, where she works with adults in career transition who are looking to make a change in their education or career.

**Donna Marino, Associate Director**

Donna is a Nationally Certified Counselor with over 25 years of experience as a career counselor and training in Distance Career Counseling (working with clients by phone/Skype/email/chat). Donna counsels, coaches, and educates Skidmore students and alumni in career-related decision-making and research, and effective job search techniques and resources. Prior to joining the staff at Skidmore, Donna worked at CW Post, Suffolk County Community College, and the Middle Country Public Library. Donna holds a MS in Counseling: College Student Development from Long Island University and a BA in English with dance minor from Skidmore College.

**Shannon Rodriguez, Associate Director for Pre-Professional and Graduate Study**

Shannon is a Master Career Counselor and Nationally Certified Counselor who specializes in working with students and alumni who are interested in graduate and professional study, the health care professions, and law. She is trained in administering and interpreting career assessments and has experience working with special populations including students with disabilities and students who are the first generation in their family to attend college. Shannon coordinates all health and law programming as well as the Graduate School Expo. In addition, she is a member of the Health Professions Advisory Committee. Prior her position at Skidmore College, she worked as a career counselor at Union College, Rensselaer Polytechnic Institute, and Post University. She completed her undergraduate degree in psychology from Villanova University and her advanced counseling degree at Fairfield University.

**CAREER COACHES**

Career coaches are Juniors and Seniors who are trained as paraprofessionals to assist their fellow students. They conduct workshops on resume preparation and Lucy Likes LinkedIn. In addition, they hold daily drop-in hours in the Career Development Center from 2 - 4 pm to review resumes and in Lucy Scribner Library (see website for room, it changes semester to semester) from 8 - 10 PM, Sunday - Wednesday.

Their e-resume review hours are held during the academic year. Students can email materials to: [careercoach@skidmore.edu](mailto:careercoach@skidmore.edu).

## COMMON MYTHS

**Myth:** I can't go to the Career Development Center until I have "figured out" what I want to do after graduation.

**Reality:** While some students already have a career goal in mind when they begin Skidmore, there are many that are in the process of deciding. The Career Development Center can help you to develop decision-making strategies and related action steps. We offer career counseling and assessments such as the Strong Interest Inventory and the Do What You Are (based on the Myers-Briggs Type Indicator) which will help you examine your interests and personality in relation to potential career options. No advanced preparation is needed. We offer services to students who are undecided too.

**Myth:** The Career Development Center is just for juniors and seniors.

**Reality:** Career development is a process and we recommend that you begin as early as your first year of college considering potential majors and careers. We partner with alumni to host a job shadowing program over the winter break where students can learn more about a particular field or profession. Your first and second year of college is a great time to update your resume and identify the kinds of experiences you would like to pursue in the future. It's also a good time to have some conversations with people who are in the careers you are considering. Internship opportunities are available to those students who would like an early start.

**Myth:** If I am continuing my education after graduation, I do not need to go to the Career Development Center.

**Reality:** We offer several resources to students and alumni who are considering graduate or professional school. We hold an annual Graduate and Professional School Expo and host admission representatives throughout the year. Shannon Rodriguez, Associate Director for Pre-professional and Graduate Study, can help you explore your options and support you throughout the application process. Applicants will be expected to research and identify graduate programs of interest. We have a graduate school guide and matrix in the My Resources section of MyCDC Account which can help get you started and stay organized.

**Myth:** The Career Development Center will place me in a job or internship.

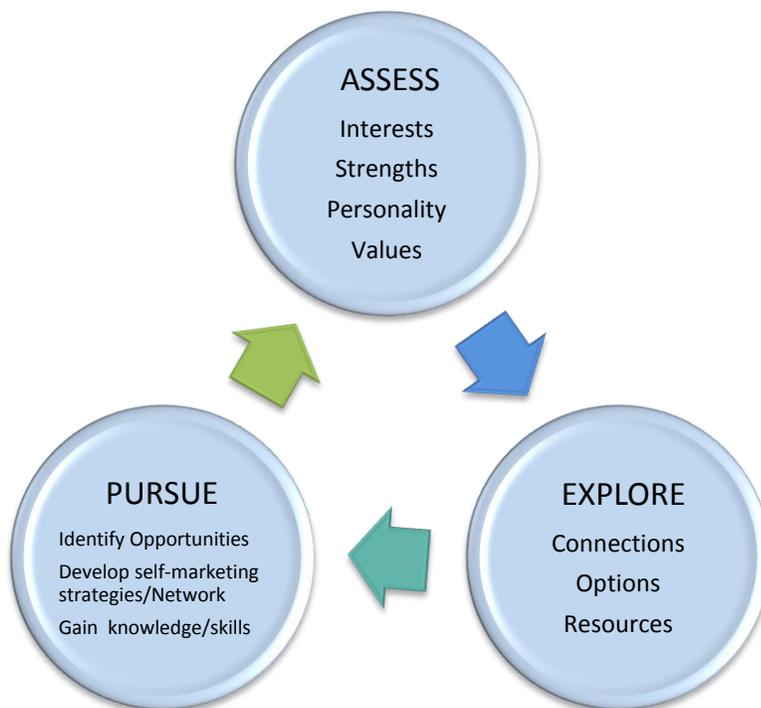
**Reality:** The Center does not "place" or match individual students and alumni with jobs or internships. We offer services, programs, resources, and events to assist all students with the job and internship search process. Our office helps to educate students and alumni on how to find and prepare for opportunities now and throughout their academic and professional lives.

**Myth:** The Career Development Center works primarily with specific industries.

**Reality:** Our events represent a wide range of industries and occupations. We work with hundreds of employers and alumni, whether it's to participate in on or off campus programming, act as a career advisor, host an information session, or post a position. We collaborate with faculty, alumni, and other constituents to lend their expertise to students for a more strategic approach.

## EXPLORE YOUR OPTIONS

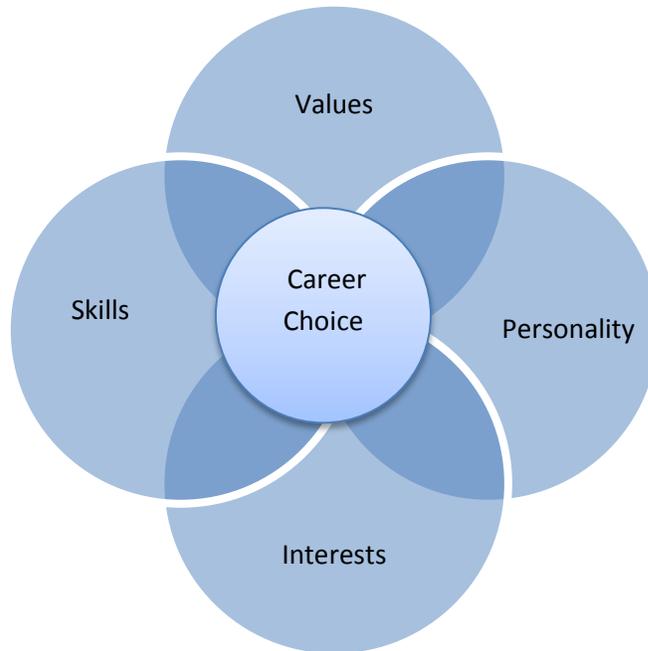
### THE CAREER DEVELOPMENT PROCESS



Helping individuals increase self-understanding of their abilities, interests, values, and goals is a vital foundation of the career development process. Next, students will explore how their educational choices relate to potential occupations. While gaining an understanding of potential resources and options, students will establish goals, build their network, apply for opportunities, and develop the ability to articulate the value of a liberal arts degree and other self-marketing strategies. The earlier students learn how to navigate this process, the more prepared they will be to navigate it successfully over time. Most individuals will engage in the career development process multiple times over the course of their career and this foundation will help them to learn how to successfully handle this transition over time.

## **UNDERSTANDING YOURSELF**

Career counselors can help you to reflect on your interests, skills, values, and personality through the use of self-assessment and counseling. All of these factors come together to influence how satisfied you will be in your career and work environment.



## **CAREER ASSESSMENTS**

Assessments can be a useful tool to explore majors and careers you might enjoy. We offer the Strong and MBTI Career Report. Based on an interpretation of your interests and personality, this report helps you to gain a more complete picture of your potential career direction and to identify relevant occupations. To get started, please call 518-580-5790 to schedule an appointment to talk about career assessments.

## **INTERESTS**

If you enjoy completing a task, you are more likely to be successful at performing that task in your career. What are you doing when you feel most energized? When you reflect back on your past accomplishments, when did you feel most proud?

## **PERSONALITY**

People tend to have the most satisfaction in careers that allow them to express what comes naturally to them. Do you prefer to learn by doing hands-on activities or by applying logic and analyzing? Do you prefer step-by-step instructions or to be allowed to just work it out?

## **VALUES**

You are more likely to feel satisfied in your work if that position aligns well with your values. Lifestyle issues such as location, compensation, flexibility, and length of commute should be considered when considering a position. In addition, general values should be considered when exploring particular fields and industries. How important is it to you to have a sense of recognition or achievement? Do you prefer to work independently or as part of a team?

## **SKILLS**

Through completing a liberal arts education, you have already developed a number of transferable skills. Think about your experiences in class, leadership opportunities, extracurricular activities, work experience, and community service, and begin to identify your key talents, strengths, and skills. What skills have you already developed?

For example: Problem Solving, Interpersonal skills, Managerial skills, Organizational skills, Communication skills – writing, presenting, Knowledge of Diverse Cultures, Creativity

O\*Net (a resource through the Dept. of Labor) offers a brief skills inventory at:  
[www.onetonline.org/skills](http://www.onetonline.org/skills)

## **QUESTIONS TO ASK YOURSELF**

- Do you prefer to lead or follow?
- Do you prefer to work independently or as part of a team?
- Do you enjoy activities that relate to people, things, or data?
- Do you prefer to communicate in writing or verbally?
- Do you enjoy creative activities?
- Do you work out ideas by reflecting on them or by talking through them?
- Are you more comfortable with a plan or do you prefer flexibility?
- Do you prefer logic and reason or do you assess impacts of decisions on people?

\*Consider setting up an appointment with a career counselor to discuss these questions.

## **EXPLORING MAJORS AND CAREERS**

A liberal arts education is designed to prepare you to enter a variety of careers because of its broad exposure to a variety of disciplines and skill sets. You are able to explore a variety of interests not only through your coursework, but also through your involvement on and off campus. While there are some typical career paths based on your major, your major does not predetermine your career path.

### **STEPS TO CHOOSING A MAJOR**

#### **1) Assess Yourself**

**Interests:** What do you enjoy? Are there certain courses, extracurricular activities, or service opportunities where the time just flew by? What did they involve and what did you enjoy about them?

**Skills:** What are you good at? What types of things do you do well? Are they creative, analytical, technical, managerial?

**Values:** Is your career choice aligned with your values? What is important to you? How important is recognition? Security? Work Relationships?

**Personality:** Your personality can influence the kind of environment you prefer. Do you prefer working independently or in groups? Do you prefer to learn by doing hands-on activities or by applying logic and analyzing?

\*Consider setting up an appointment with a career counselor to discuss these questions.

#### **2) Get Information on Majors**

- Review the course catalog and mark the courses that sound interesting.
- Talk to juniors and seniors in those departments.
- Talk to faculty and chairs in the departments of interest.
- Review the Living the Liberal Arts guides on The Career Development Center's website for your majors of interest. These guides provide an overview of what you can do with that major and what Skidmore alumni have done with their degrees.

#### **3) Explore Options**

- Search the Career Advisor network listed under Networking on The Career Development Center's website to review the career pursuits of alumni with the same major. Consider conducting an informational interview.
- Consult with your academic advisor to create a plan that allows you to fulfill requirements while exploring your interests. Enroll in courses from majors you are considering during your first two years.
- If you cannot take a class, consider sitting in or attending campus events to learn more about the subject area.
- Attend the Majors Fair in the fall and Academic Advising workshops in the spring to meet students and faculty in those departments.
- Apply for the Job Shadowing Program to shadow alumni or other professionals in your field of interest.

- Volunteer during breaks and during the semester, if possible.
- Explore What Can I Do With This Major? <http://whatcanidowiththismajor.com/major/>

#### **4) Evaluate Options and Decide**

- Narrow your list to two or three options. Write out the pros and cons of each.
- If torn between two majors, consider doing both or completing a minor.
- If you are still having difficulty, meet with your advisor and/or career counselor again to help with additional resources and decision making.

#### **RESOURCES ON CAMPUS AND ONLINE**

- Read CDC Events when it arrives in your e-mail inbox. CDC Events is a weekly e-mail announcing upcoming events and career-related deadlines and information.
- Visit the Career Development Center to meet with a career counselor, review your interests, and create a plan to reach your goals.
- Complete/update your profile on MyCDC Account, our online system containing hundreds of summer job and internship listings. (There is an account waiting for you; just click on “Forgot Password” to get started).
- Use the Liberal Arts Career Network (LACN) & Nationwide Internships Consortium (NIC) databases for geographic diversity (accessed through MyCDC Account). These consortium shared online systems boast thousands of listings.

## THE FOUR YEAR PLAN

### The First Year:

- 1) Schedule an appointment with the CDC – 518-580-5790.
- 2) Complete your profile on MyCDC Account. Use your Skidmore e-mail address, then select forgot password to log-in.
- 3) Explore the online resources available via the CDC's website.
- 4) Attend at least one career development program per semester.
- 5) Develop and test out your skills by working with campus clubs and organizations (e.g., if you're curious about journalism, start helping out at the *Skidmore News*).
- 6) Begin drafting a resume. Keep detailed descriptions of all activities and jobs for future inclusion on your resume. Complete a resume review with a Skidmore Career Coach or schedule an appointment with a career counselor.
- 7) Explore a significant work, travel, or service experience for the summer between your first and sophomore year.

### Sophomore Year:

- 1) Schedule an appointment with the CDC – 518-580-5790.
- 2) Attend at least one career development program per semester.
- 3) Review the networking guide and run your own customized list of career advisors in our [Career Advisor Network](#) database.
- 4) Apply for the [Job Shadowing Program](#) in early fall semester. Shadows are on a first come, first serve basis, for one or more days during winter break.
- 5) Explore internship, study abroad, and community service opportunities. Update your resume and draft cover letters.
- 6) Schedule a mock interview with a Career Counselor.

### Junior Year:

- 1) Take courses and choose projects that will expand knowledge and skills related to your field(s) of interest. Consider coursework outside your major that will enhance your marketability (e.g., if you are a sociology major with an interest in banking, take some economics and business courses).
- 2) Revisit the [Career Advisor Network](#) to see if there are any new volunteers and nurture the relationships you established previously.
- 3) Do at least one more internship related to your field(s) of interest.
- 4) Start thinking about soliciting references from professors and employers.
- 5) Identify and join professional associations affiliated with your area(s) of interest. Use the Encyclopedia of Associations (found in the Lucy Scribner Library) or by doing a search on the Web.
- 6) Update your resume.
- 7) If you're interested in applying to [graduate school](#), schedule and prepare for admissions exams, meet with your faculty advisor, and schedule an appointment with Shannon Rodriguez, Associate Director for Pre-Professional and Graduate Study.

## Senior Year

- 1) Apply for opportunities of interest through My CDC Account. Don't panic if you're not interested in any of the recruiters or listings — they represent only a small portion of the employment picture.
- 2) Check out the off-campus recruiting programs, such as the ECCD and CIC events held in major cities throughout the country, to see if you'd like to apply for any interviews.
- 3) Check Skidmore's job listing databases in My CDC Account, including jobs posted to Skidmore and to our consortium, LACN (Liberal Arts Career Network), NIC (Nationwide Internships Consortium), and Passport Career.
- 4) Network with career advisors as well as faculty, friends, family, former employers, and fellow members of the professional association(s) you joined.
- 5) Meet with a career counselor to develop an individualized job search plan (***this is important***).
- 6) Continue to complete graduate and professional school applications.