Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



***Student Staff Professional***

***Development Plan***

***Level 1***

1. Complete the Student Employment Training (SET) Modules on Canvas.

* Customer Service the Cowboy Way
* Professionalism
* Get to Know Campus

1. Resume and cover letter critique with a Career Consultant.

* Set up an appointment to have your resume and cover letter checked OR participate in a Resume Café event.
* Get an “Approved to Submit” stamp, you must produce a copy of your resume and cover letter that is error-free and professional. We will sign or initial the stamp.

1. Complete a career assessment and have it reviewed by a Career Consultant.

* Assessment:
* Date:
* Consultant:

1. Interview completed on Mock Interview Days.

* Date:
* Time:
* Company:

1. Assist with two Career Services programs or events outside of requirements of job. May include signing up to help with Career Fair, working a connection session, facilitating check-in at a student program, serving as an ambassador of a Career Services training event.

* Event 1:
* Event 2:

1. Participation/Attendance at two OSU Career Services programs or career programs offered by the college career offices that are not assigned through work.

* Event 1:
* Event 2:

1. Attend Student Staff Trainings.

* List Dates Attended:

\*When complete, make a copy of all documents. Keep one and submit one with this cover sheet to your supervisor. Upon verification of completion, your supervisor will submit the packed to the Financial Coordinator and you will receive a $100 stipend.

Student Signature and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Coordinator Signature and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Staff Professional***

***Development Plan***

***Level 2***

1. Create a LinkedIn Profile and have it reviewed with a Career Consultant.

* Date:
* Consultant:

1. Informational Interview conducted with an industry professional working in the student’s desired career field (non-family).

* Date of Interview:
* Name of Professional:
* Industry or Business:

1. Premium Assessment Strengths completed and reviewed with a Career Consultant.

* Assessment:
* Date:
* Consultant:

1. Attend one Career Fair. Must be appropriately dressed for the given fair.

* Date and Name of Fair:

1. Assist with two Career Services programs or events outside of requirements of job. May include signing up to help with Career Fair, working a connection session, facilitating check-in at a student program, serving as an ambassador of a Career Services training event.

* Event 1:
* Event 2:

1. Participation/Attendance at two OSU Career Services programs or career programs offered by the college career offices that are not assigned through work.

* Event 1:
* Event 2:

1. Five volunteer hours with a Stillwater area non-profit or campus volunteer service activity.

* Date of Volunteering:
* Signed by staff of non-profit:

1. Attend Student Staff Trainings.

* List Dates Attended:

\*When complete, make a copy of all documents. Keep one and submit one with this cover sheet to your supervisor. Upon verification of completion, your supervisor will submit the packet to the Financial Coordinator and you will receive a $100 stipend.

Student Date and Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date and Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Coordinator Date and Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_