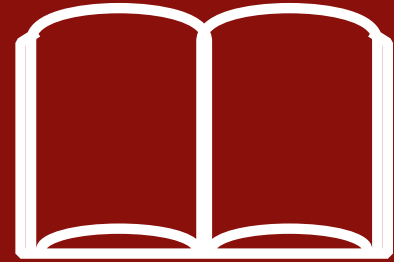


Graduate Student Career Development Plan



Charting Your Career Journey

The Boston College Career Center's **Career Development Plan (CDP)** is a form of an individual development plan in which, over time, you:

Assess and develop your skills, interests, and values
Create a plan to achieve your career goals
Communicate with mentors in your academic department and beyond

The Career Development Plan is broken down into four main steps in which you are prompted to assess your skills, interests, and values; set short-term, medium-term, and long-term S.M.A.R.T. career development goals; connect and discuss your plan with your mentors; and put your plan into action.

Career Center Resources to Get Started

As you work on your Career Development Plan, we encourage you to use a number of resources, including Career Center resources, to assist you in your reflection and exploration. To get the most out of your plan, please make sure that you're signed up for the following:

Handshake

Handshake is the BC Career Center's career portal. On Handshake, you can indicate your career interests to receive tailored information, schedule appointments with career coaches, view and register for events, and apply to jobs and internships.

bc.edu/handshake

EAGLE X CHANGE

Eagle Exchange is BC's global alum-student mentoring platform. On Eagle Exchange, you can connect and network with alums working across hundreds of industries. This is a great way to explore a range of career options.

eagleexchange.bc.edu

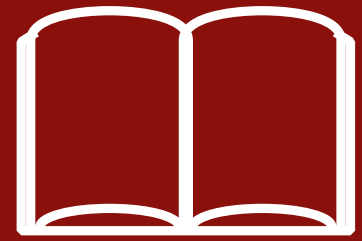


BOSTON COLLEGE
Career Center

DIVISION OF STUDENT AFFAIRS

BC.EDU/GRADCAREERS

Graduate Student Resources



As a Boston College graduate student, you have access to a number of Career Center offerings. We are eager to help you connect your graduate experience to career opportunities, and ultimately achieve your goals. To get started, we encourage you to leverage the resources below.

Career Coaching

For all on-campus and hybrid graduate students with the exception of CGSOM and Law students

Our team of career coaches is specialized and works with you based on your industries of interest. [Make an appointment](#) via your Handshake account to discuss your goals.

Career Clusters

For all on-campus and hybrid graduate students with the exception of CGSOM and Law students

The Career Center has seven career clusters to support the diverse interests of BC students. We invite you to use [Handshake](#) to explore the specialized resources within each cluster.

Unique Resources to Fuel Your Career Exploration

BEYOND
GRADUATE SCHOOL

For All Graduate Students

This research-driven platform is informed by nearly a decade of experience supporting graduate students to launch careers where they are paid for their education and training.

BEYOND
THE PROFESSORIATE

For All PhD Students

This research-driven platform is informed by nearly a decade of experience supporting PhDs to launch new careers with their skills and training. It's designed by PhDs, for PhDs.



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BEYOND

GRADUATE SCHOOL

The Beyond Graduate School platform is designed for Master's students at all stages. Whether you're just starting your program or are actively applying for internships and jobs, this platform is designed to help. Access your free account with your BC login with the QR code below!

Platform Highlights:

- [Job Search Strategy Course](#) – This is a great place to start if you're new to the platform. The videos and activities in this course will provide the basic foundations on what you need to launch a successful job search
- [Deep Dives](#) – These are in-depth courses on specific aspects of career development and the job search including using LinkedIn effectively, networking, finding and applying for jobs, and interviewing.
- [Career Video Library](#) – Not ready to network but want to learn more about career fields you're interested in? These brief interviews with master's alumni working in over 35 fields are a great place to start learning about career paths you may be interested in pursuing.
- [Live Events & Trainings](#) – Explore extensive video content and attend them through the platform.
 - The Career Center also hosts [workshops, panels, and more](#). We will promote these in our monthly Graduate Career Update, as well as the Graduate Student Newsletter, which all graduate students receive.



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BEYOND

THE PROFESSORiate

The Beyond the Professoriate platform is designed for PhD students at all stages and career paths within and beyond the academy. Access your free account with your BC login with the QR code below!

Platform Highlights:

- [Professional Careers Course](#) – This a great course for PhD students who are exploring many career options or who may need support in finding career paths that are a good fit for their interests and skills. Through this course, you will build a skills, interests, and values inventory, research career paths that fit your inventory, implement a job search, and build a career path.
- [Faculty Careers Course](#) – Preparing for the academic job market can feel overwhelming. The BeyondProf platform provides a four-step framework to help you clearly communicate your value as a scholar in your academic job materials.
- [Career Exploration](#) – Are you wondering what you can do with your degree? The video library features 1:1 interviews with PhDs from all academic disciplines. It is designed to help you explore career options and gain advice from PhDs who have successfully built meaningful careers.
- [Live Events & Trainings](#) – Explore extensive video content and attend them through the platform.



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I. Self Assessments

Beyond Graduate School and Beyond the PhD are designed to move you through the four stages of the PhD career transition with purpose and strategy. Learn which of the four stages you are at by taking this quiz, and we'll tell you which course is right for you.

The curriculum in the Beyond Career Training Platforms are designed to move you through the four stages of the career transitions with purpose and strategy, regardless of your industry or goals. To begin your self assessments, navigate to beyondprof.com/career-assessment. Each assessment takes about 10 minutes to complete.

Step 1: Discover

In the Beyond platform, complete the Discover course (<https://institutions.beyondprof.com/know-your-options/>). This course will help you recognize your optimal career pathway and develop a plan for your professional job search.

List your results in the space below. What are your takeaways?

Step 2: Research

In the Beyond platform, complete the Research course (<https://institutions.beyondprof.com/evaluate-your-opportunities/>). This course will help you evaluate possible careers that align with skills, interests, and values. Recognize successful job search strategies.

List your results in the space below. What are your takeaways?

Step 3: Implement

In the Beyond platform, complete the Implement course (<https://institutions.beyondprof.com/implement-a-proven-job-search/>). This course will help you execute a job search with proven job search strategies to secure a job in a specific career field.

List your results in the space below. What are your takeaways?

Step 4: Build

In the Beyond platform, use the Build section to examine your career choices and identify future opportunities for advancement and growth.

List your results in the space below. What are your takeaways?

- Use the assessments to reflect:
 - Were you surprised by any of the suggested occupations?
 - What aspects of the sample job descriptions stood out to you? What is intriguing?
 - What do you want to learn more about?
- Utilize other assessments to continue reflecting on your skills, interests, and values: [Focus2](#) (complete the form and enter access code Eagles); [myIDP](#) (for STEM graduate students)
- Compare the skills assessment results to [career readiness competencies](#). In which areas are you strongest? In which areas do you need to develop?
- Schedule an appointment with a career coach and RSVP for programs on [Handshake](#) to explore your interests further

II. Set S.M.A.R.T. Goals

Next, set your goals. The goals that you set for yourself are ideally based on the strengths, interests, and values that you identified in the previous step. Below, you will be asked to set three goals for yourself: a short-term goal, medium-term goal, and long-term goal.

Break down your three goals into objectives and specific actions that you can complete in order to achieve your goals. A key way to formulate your goals is to ensure that they are S.M.A.R.T. goals. Below is an example of short-term career-related S.M.A.R.T. goal to use as a guidance. You can learn more about drafting S.M.A.R.T. goals [here](#).

Short-Term S.M.A.R.T. Goal - EXAMPLE

Specific

What do you want to accomplish?
What is the purpose or benefit of accomplishing this goal?

I will explore federal government careers with a specific focus on environmental policy and governance and gain an understanding of opportunities and necessary qualifications and experiences of these positions.

Measurable

How can you measure progress and know if you've successfully met your goal?

I will begin by researching two resources on the Government, Law, and Public Policy website (USAJobs and Partnership for Public Service) and then schedule an appointment mid-way through the semester with the cluster coach to track progress and identify other resources, with a focus on opportunities for candidates with graduate degrees.

Achievable

Do you have the skills, resources, and time to achieve this goal? If not, how can you obtain them?

The goal is realistic, as I have set aside time after my classes on Tuesdays and Thursdays to do research and explore the relevant websites. If I am lost or unsure of next steps, I will email the cluster coach with my questions.

Relevant

Why am I setting this goal? Is it aligned with my interests, skills, and values?

Based on my self-assessment results, a federal government career focused on the environment aligns with my interests, skills, and values, especially in regards to applying my strong research skills and my desire to strive for social justice. Government careers was one of my suggested job families, and it sounded really exciting based on my interests!

Time-Bound

What's the deadline to meet this goal, and is it realistic?

By the end of this semester, I will aim to have a better understanding of what government careers look like, build a working relationship with the Career Center cluster coach, and identify opportunities to keep track of and to apply to in the final year of my degree.

Your Turn:

Draft your three S.M.A.R.T. goals. You can assign whichever timeframe to your three goals you choose, but we recommend that the short-term be time-bound by a semester; medium-term be time bound by 1-2 years; and long-term be time-bound by 3-4 years.

Short-Term S.M.A.R.T. Goal

Specific

What do you want to accomplish?
What is the purpose or benefit of accomplishing this goal?

Measurable

How can you measure progress and know if you've successfully met your goal?

Achievable

Do you have the skills, resources, and time to achieve this goal? If not, how can you obtain them?

Relevant

Why am I setting this goal? Is it aligned with my interests, skills, and values?

Time-Bound

What's the deadline to meet this goal, and is it realistic?

Review what you have written above, and craft a new goal statement based on your answers:

Medium-Term S.M.A.R.T. Goal

Specific

What do you want to accomplish?
What is the purpose or benefit of
accomplishing this goal?

Measurable

How can you measure progress
and know if you've successfully
met your goal?

Achievable

Do you have the skills, resources,
and time to achieve this goal? If
not, how can you obtain them?

Relevant

Why am I setting this goal? Is it
aligned with my interests, skills,
and values?

Time-Bound

What's the deadline to meet this
goal, and is it realistic?

Review what you have written above, and craft a new goal statement based on your answers:

Long-Term S.M.A.R.T. Goal

Specific

What do you want to accomplish?
What is the purpose or benefit of
accomplishing this goal?

Measurable

How can you measure progress
and know if you've successfully
met your goal?

Achievable

Do you have the skills, resources,
and time to achieve this goal? If
not, how can you obtain them?

Relevant

Why am I setting this goal? Is it
aligned with my interests, skills,
and values?

Time-Bound

What's the deadline to meet this
goal, and is it realistic?

Review what you have written above, and craft a new goal statement based on your answers:

Suggested Next Steps:

- Print out these goals and keep them visible in your home or workspace
- Craft a timeline and due date for each S.M.A.R.T. goal, from specific (for the short-term goal) to general (long-term goal)
- Share your goals with your faculty mentor, family, friends, and/or a career coach

III. Discuss with Mentors

Discuss what you discovered in your Beyond assessments and share your career S.M.A.R.T. goals with mentors. These include your faculty mentors but also other university staff, including coaches at the BC Career Center.

We recommend sharing your assessment results and your goals with your primary mentor in addition to other whom you can approach for advice. The feedback generated by these discussions with multiple people who have a broad range of experiences and perspectives will help you in achieving your career goals. Below are recommendations for three individuals with whom we encourage you to have initial discussions about your plan.

Faculty Advisor:	Initial Meeting Date:
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Graduate Program Director:	Initial Meeting Date:
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In some departments, the Graduate Program Director is also known as the Director of Graduate Studies.

Career Coach:	Initial Meeting Date:
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Schedule a thirty-minute coaching appointment with a career coach at the BC Career Center on Handshake: bc.edu/handshake.

Suggested Next Steps:

- Schedule recurring and follow-up meetings with your faculty mentors and with career coaches in order to stay on task and follow through on your career development S.M.A.R.T. goals.
- Connect with alumni on [Eagle Exchange](#) in order to discuss your goals and how you can achieve them in your industry interest.

IV. Put Your Plan Into Action!

Commit to your CDP! Implement your plan and stay organized, keeping in mind the timeframes that you assigned to each of your three main S.M.A.R.T. goals. Remember that you can, and should, modify your plan as both your goals and circumstances change.

There are a number of resources that will help you achieve your career goals as outlined in your CDP. As you implement your plan, we encourage to take advantage of the range of career development resources located on the following websites:

bc.edu/gradcareers

BC's graduate student career hub, where you can find information on resources and programming for graduate students.

Career Clusters

The Career Center has seven career clusters to support the diverse interests of Boston College students. Each cluster will provide you with specialized coaching, services, and resources to support you on your journey. Familiarize yourself with each career cluster and pay attention to industries that are interesting to you. Subscribe to clusters that are interesting to you. There may be more than one, and that is ok!

Suggested Next Steps:

- Add Career Development Plan deadlines to your calendar.
- Review your Career Development Plan with mentors on a regular, agreed-upon schedule. At the very least, we suggest revisiting and discussing the CDP with your mentors annually.
- Celebrate your achievements and successes!