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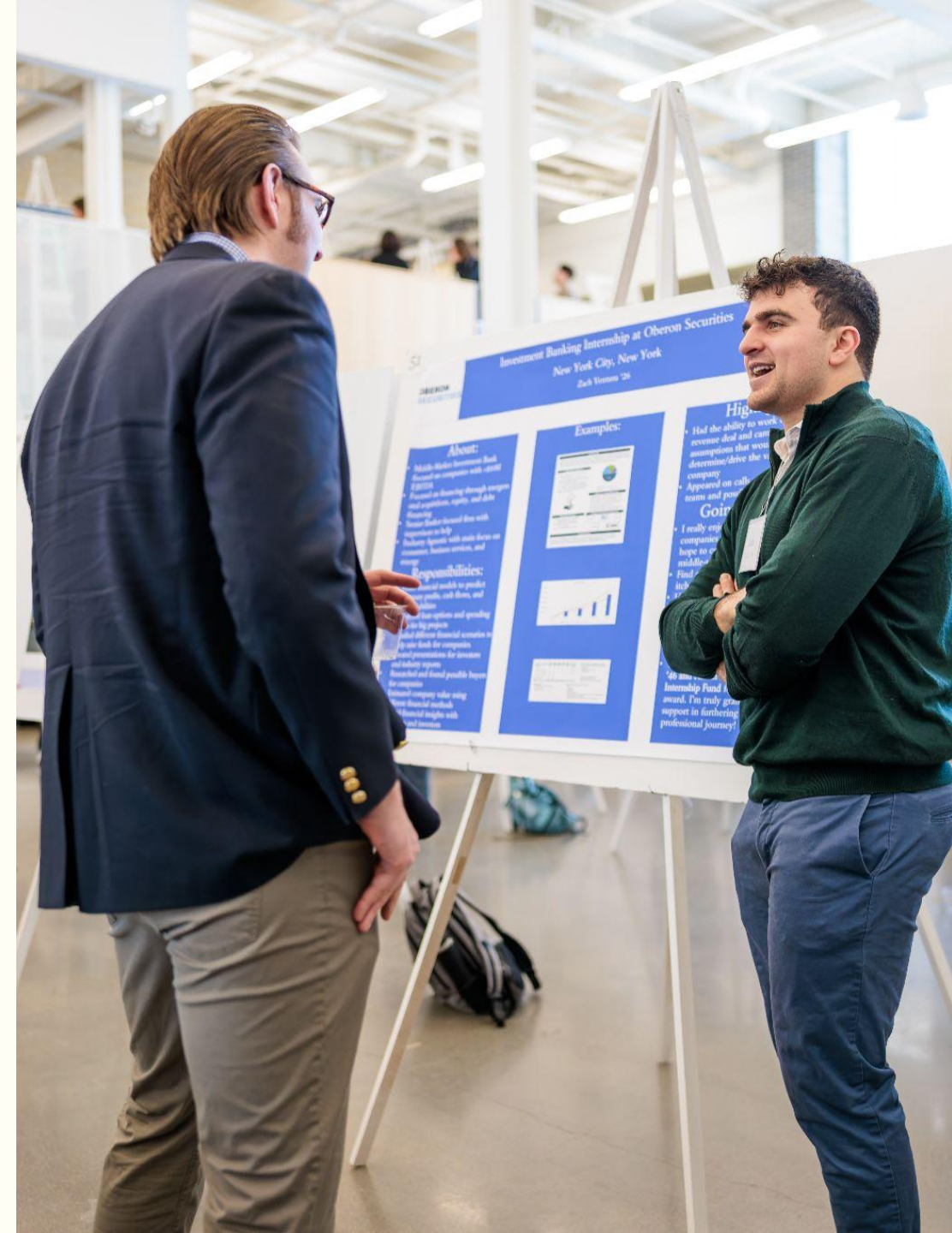
Four Year Career Development Plan

Carleton Career Center

Laura Hartpence, Director of the Career Center
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A changing landscape

- **Consumer confidence in the value of higher education is at an all-time low**
- **Employers have high, often unmet, expectations for the preparation college graduates receive for the workforce**
- **A rapidly shifting economy and the emergence of new technologies, including AI, require a nimble approach**
- **Competition for prospective students is increasingly steep and families and students expect a clear ROI**



Knowledge of Self

- Values
- Interests
- Strengths
- Identities
- Work styles
- Environment preferences
- Realities and Constraints

Knowledge of the World of Work

- Career fields and job functions
- Organizational structures
- Culture and mission
- Hiring practices and timelines
- Industry and economic trends

Discrete Career Domain Skills

- Application materials
- Networking
- Interviewing
- Search strategies
- Negotiation
- Industry-related skills

Career Readiness Skills

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

A promise for every student

- Every student deserves the full support of the College to explore, prepare for, and pursue the career outcome of their choosing
- Support should be embedded across the four-year Carleton experience in a way that is unavoidable and does not rely exclusively on students to opt-in
- Support should be delivered by the entire Carleton community, coordinated by the Career Center, but in partnership with faculty, staff, alumni, and employers as key

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A new mission *facilitator*

The mission of the Career Center is to ensure that every Carl has an opportunity to benefit from the comprehensive support of the college community to develop the knowledge, skills, and confidence necessary to pursue the career outcome of their choosing.



The Career Center's Emerging Priorities

Traditional Career Coaching

Industry Focused Career Coaching

Skill-building workshops

Signature Programs

Employer Relations Activities

Resources, Training, and Campus Partnerships

The pillars

Four-Year Career Development Plan

Student career exploration, skill development, and career self-efficacy are scaffolded over the entire four-year college experience.

Faculty and Academic Department Collaboration

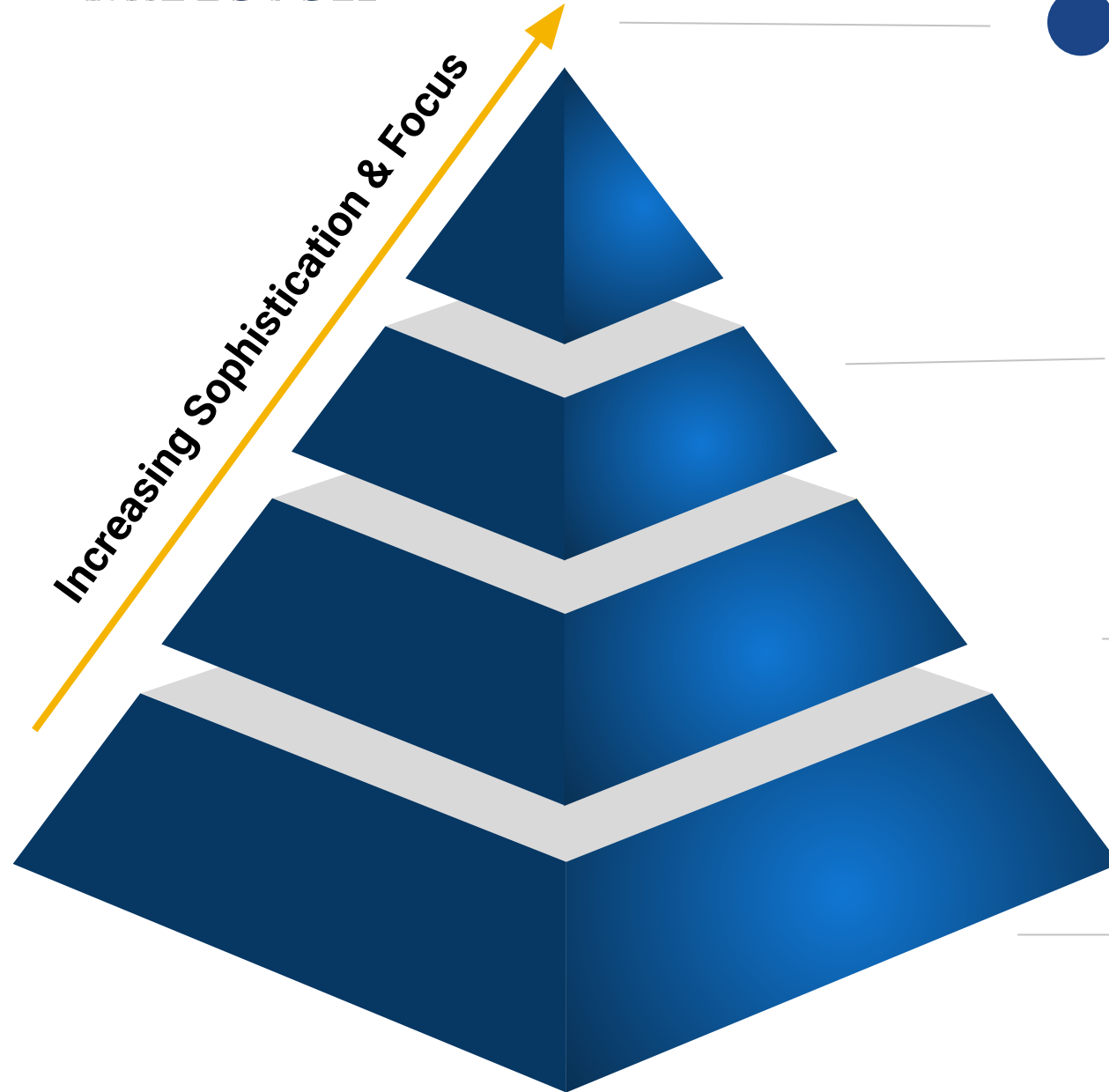
Faculty champions are supported with resources to strengthen student advising. Collaborative programming is prioritized.

Alumni and Parent Engagement

Alumni and families are engaged to enhance industry knowledge, model career pathways, scale services, and create strong on-ramps.

Student Employment

Student employment is leveraged as a high impact practice supporting student skill development and career preparation.



● Launch

Students, with support from Career Services and others, activate their post-collegiate plan. This may include strategic networking and application strategies for employment, graduate or professional school, fellowships, or other pursuits.

● Preparation

Students begin to hone in on a limited range of career interests. Intentional networking, skill-building, pursuit of micro-credentials, and experiential learning are the highest priorities.

● Exploration

Students are guided through exploration increasing their awareness of the range of options available to them after college and beginning to make decisions

● Foundations

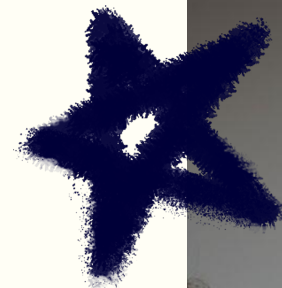
Students are guided through foundational self-reflection and skill building

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First Year *foundations*

- Students are encouraged to explore broadly, learning more about themselves and the expansive world of work.
- Alumni modeling features heavily in the four-year plan, allowing students to learn about career decision making and career paths of interest from community members who have been in their shoes.
- Students begin to learn about curating their own professional story through foundational skill building such as developing a first collegiate resume.





Sophomore Year *exploration*

- Students are supported to deepen their exploration, making connections to alumni in fields of potential interest
- Early applied learning experiences such as job shadowing, externships, or internships are encouraged
- Career skills including networking and internship search are layered into the student experience
- Reflection on areas of strength and interest are prioritized and connected to academic experiences



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Junior Year *preparation*

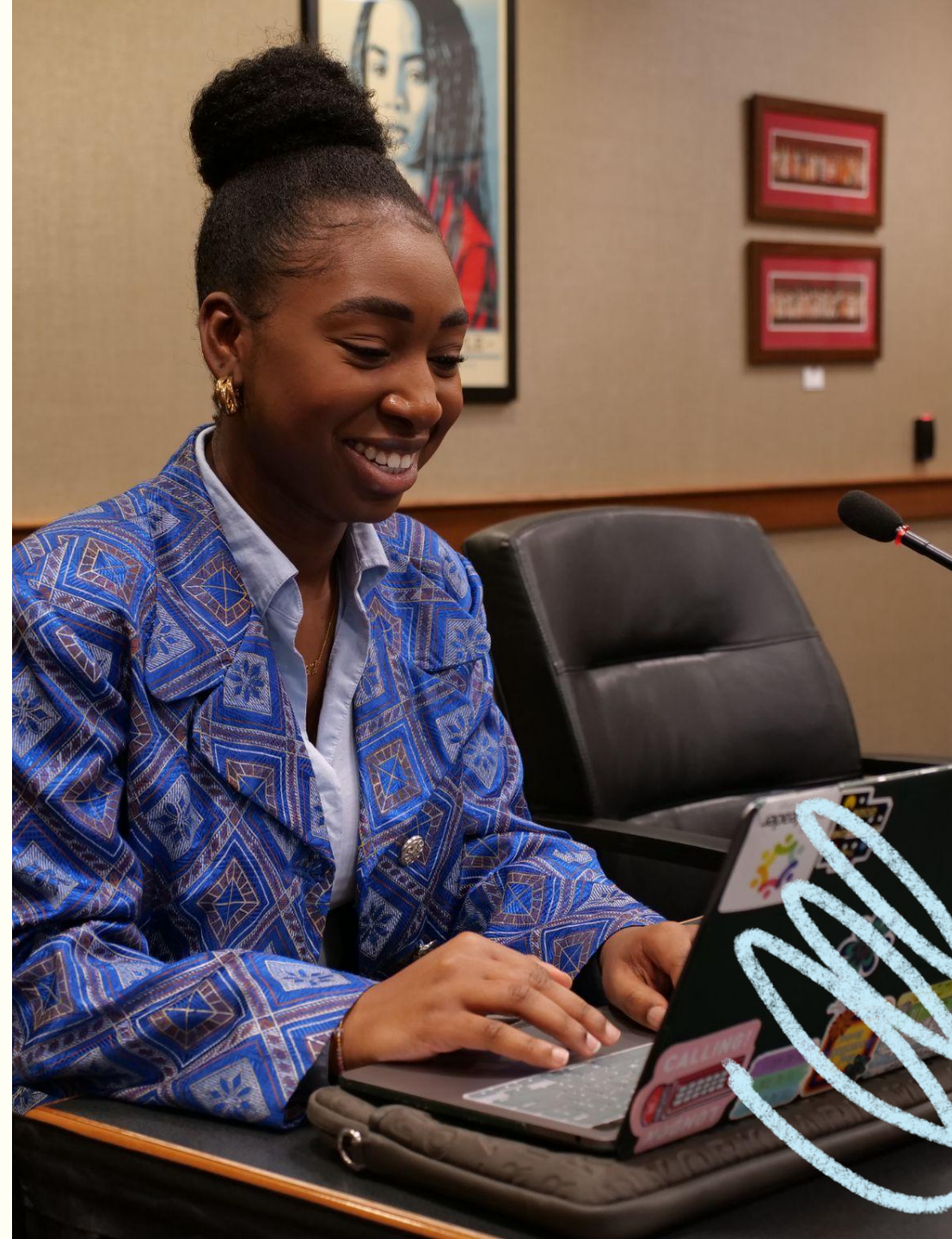
- Students are supported to hone their strategic networking skills to build relationships with alumni and other connections
- Interviewing is featured as learning priority through workshops, tools, and signature programs
- Students are encouraged to pursue supplemental training such as microcredentials and to gain firsthand experience through intentional applied experiences such as internships, research, or long term volunteer roles



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Senior Year *launch*

- Students are supported to participate in deep discernment, making choices about career next steps that best fit their individual situation.
- Trusted faculty, career coaches, and the fellowships office support students to develop an individualized action plan identifying specific professional development goals for their job search, graduate school application process, and/or fellowship application cycle



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	First Year	Sophomore	Junior	Senior
Four Year Plan				
Self Knowledge				
Exploration				
Application Materials				
Networking Strategies				
Search Skills				
Interview Skills				
Strategic Skill Development				
Reflection and Discernment				

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Four Year Plan

New students learn about the four year plan during New Student Week



Self Knowledge

Assessments help students reflect on interests, strengths, and values



Exploration

Signature programs like Career Discovery Week and Career Summit feature a wide variety of career paths



Application Materials

Students learn foundational story telling skills by crafting a first resume or cover letter

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Career Discovery Week

- Career Discovery Week is centered around early career exploration.
- Alumni panels showcasing alumni careers and how their Carleton education impacted their career path.
- Runs October 6th-9th, 6:00-7:30 p.m.
- Faculty are encouraged to promote or attend panels / join alumni at the dessert reception after each evening's panels



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Externships

All programs happen between Dec. 2 - 19

- **Exploration:** One-week virtual, knowledge-based experience for **first years and sophomores**. There will be six tracks, and each track will have six alumni and two employers engage with students.
- **Applied:** One to three weeks industry-specific experience for **juniors and seniors**. Host will conduct interviews. Externs will have virtual onboarding with their hosts.
- **Microcredentials:** Upskilling virtual courses for upper Level students. Students who register can do multiple courses.
- **Self-designed:** Any Carleton student is welcome to do one. There are no requirements from the Career Center, but our team can help students plan.



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Carleton Career Summit

- Saturday, January 24, 2026
- The Carleton Career Summit is a one day Career Conference for students at every stage of college
- The program leverages Carleton's best resource, Alumni, to showcase a variety of career paths



Career Center Success Metrics

Student Learning

- Total # of engagements
- # learning areas engaged
- Met recommended profile
- Direct assessment of skills



Career Self-Efficacy

- Belief in prospect of success
- Self authorship / initiative
- Career task persistence
- Growth mindset / resilience



Student Outcomes

- FDS Outcomes
- Employer profile
- Graduate school profile
- Outcome satisfaction

Operational Excellence

- # of formal employer partnerships
- Industry distribution of employers
- # of jobs and internships offered
- # of student applications
- # of interviews (limited by employers)
- # of total engagement
- % of students seen by demographic
- # of programs offered by learning area
- # of event collaborations with campus partners
- # of alumni and parent volunteers
- # of faculty champions
- # of resources and training opportunities