Community College of Allegheny County
Career Services and Job Readiness
Career Action Plan
Associate Degree Programs

0 - 15 Credits Earned

- ☐ Register with College Central Network (**www.collegecentral.com/ccac/**)
- ☐ Take a career assessment using Career Coach (**https://ccac.emsicc.com**) and search for careers based on your CCAC program of study
- ☐ Connect with Career Services and Job Readiness to learn about services and job opportunities
- ☐ Identify your skills and start to develop a professional resume (**CCAC Job Search Manual** - page 3)
- ☐ Secure a part-time job to gain valuable employment experience
- ☐ Attend the WestPACs Collegiate Career Fair (**https://westpacs.org/**) to speak with employers and learn about essential job skills and employment opportunities

16 - 30 Credits Earned

- ☐ Schedule an appointment with Career Services and Job Readiness (724.325.6771) to have your resume reviewed
- ☐ If you do not have a job, secure a part-time job to gain employment experience
- ☐ Start to gather references for employment applications
- ☐ Audit your social media pages and create a LinkedIn profile
- ☐ Develop an "Elevator Speech" and start to network (**CCAC Job Search Manual** - page 7)
- ☐ Attend the WestPACs Collegiate Career Fair (**https://westpacs.org/**)to discuss employment opportunities and network
- ☐ Visit the College Central Network website regularly to review job postings **www.collegecentral.com/ccac**)

31 - 45 Credits Earned

- ☐ Update your resume and schedule an appointment for a review
- ☐ Explore companies/employers in your area of interest and research job opportunities
- ☐ Practice preparing for an interview and schedule a mock interview with Career Services and Job Readiness
- ☐ Gather all relevant information in preparation for your job search
- ☐ Create an effective application tracking tool and job search file (**CCAC Job Search Manual** - page 41)
- ☐ Attend the WestPACs Collegiate Career Fair (**https://westpacs.org/**) to speak with employers and explore employment opportunities
- ☐ Upload your resume to the College Central Network website (**www.collegecentral.com/ccac/**)
- ☐ If you do not have a job, secure a part-time job to gain employment experience
- ☐ Begin searching on-line job boards for available job openings in your major/program of study

46+ Credits Earned

- ☐ Refine resume and write a cover letter that can be modified for each position which you apply
- ☐ Schedule an appointment for a mock interview to practice your interview skills and to have your application materials critiqued
- ☐ Obtain appropriate interview attire (contact Career Services and Job Readiness for resource options)
- ☐ Apply for career positions you have interest in and align with your qualifications
- ☐ Visit the College Central Network website regularly to review available job openings and apply to those you are interested (**www.collegecentral.com/ccac/**)
- ☐ Attend the West PACs Collegiate Career Fair (**https://westpacs.org/**) to speak with employers about job openings and apply to positions

Contact Us - careerservices@ccac.edu or **724.325.6771**   **CCAC Job Search Manual** (Search at https://www.ccac.edu/)