According to Wikipedia.org, the word Harvest is the process of gathering mature crops from the fields. In order for any farmer to produce healthy crops, months of preparation, planning, and good old fashioned labor is required.

The same concept applies to future job seekers. Career Services encourages students on a daily basis to maintain an Action Plan. Action planning is a process which will help students to focus their ideas and decide what steps need to be taken to achieve particular goals. It is a statement of what each student wants to achieve over a given period of time. Preparing an Action Plan is a good way to help students reach personal and career objectives in life.

An Action Plan is an on-going compilation of the following achievements:

- Career objectives
- Academic course plans
- Degrees earned
- Internships
- Volunteer and community service projects
- Past and current paid work experiences

Shelton State Career Services uses Focus 2 to help students get started on an Action Plan. Many students are familiar with Focus 2 and its career assessment capabilities. After a career goal becomes clear, students are encouraged to use Focus 2 to maintain a personal Action Plan. Organizing and tracking information to be later used on a résumé are made simple by maintaining an Action Plan.

Students who take time to maintain a current Action Plan will likely be less stressed and better prepared when filling out job applications and résumés.

Planting seeds of preparation while being a student will make for a more bountiful harvest during job seeking season.

Contact Career Services at 205.391.2204 to learn how to start an Action Plan.

Important Dates To Remember

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus 2—Career Assessment</td>
<td></td>
</tr>
<tr>
<td>November 13th</td>
<td>10:30 A.M.</td>
</tr>
<tr>
<td>November 14th</td>
<td>3:30 P.M.</td>
</tr>
<tr>
<td>November 27th</td>
<td>10:30 A.M.</td>
</tr>
<tr>
<td>November 28th</td>
<td>3:30 P.M.</td>
</tr>
</tbody>
</table>

Call 205.391.2204 for an appointment.

Career Services will be assessing Orientation 101 classes November 5—8th, 2012.

Résumé Reviews

Visit the Career Services Center for help with your résumé.

Call 205.391.2204 for an Appointment.

InterviewStream

Stop by the CSC to schedule an appointment.

November is NATIONAL CAREER MONTH

November 14th, 2012, is National Career Day.
CSC Mission Statement
The Career Services Center of Shelton State Community College is a center whose primary mission is to give all students and alumni the opportunity and guidance to explore and choose their career paths and to prepare them for the workforce through training and well developed job search skills.

CSC Vision Statement
Career Services strives to enhance career relationships between Shelton State Community College, the academic community, the business community, and the community at large through dedication to learning and a commitment to excellence.

Get Started On Your Career Path Today