PROFESSIONAL ACTION PLAN (40 points)
Due Wednesday, April 22nd at the beginning of class with Ms. Sather
Due Thursday, April 23rd at the beginning of class with Ms. Groves

Late Action Plans will not be accepted.

The Professional Action Plan will summarize and incorporate what you have learned in the career module and how you will use this information to help you reach your career and professional goals upon graduation. It will serve as a resource of information when you are ready to begin your job search.

The Professional Action Plan will include a semester by semester timeline from the current semester to graduation which indicates what steps you will take to reach your transition goal. There must be a minimum of three items per semester not including taking classes and graduating.

A complete Professional Action Plan will include the following items IN ORDER, BOUND, and in a small CLEAR binder:

Pages you need to Include:  
Check that you completed: ……..

- Title Page – Professional Action Plan for (Your Name) (1 pt) ……..
- Cover Letter (1 pt) ……..
- Resume (1 pt) ……..
- Business Card (1 pt) ……..
- Sokanu Career Assessment (1 pt) ……..
- First Impressions Station Worksheet (5 pts) ……..
- Road Map to a Career Workshop 1 (5 pts) ……..
- Mock Fair Worksheet (5 pts) ……..
- Build Your Online Presence (5 pts) ……..
- Interview Self Critique/Mock Interview Feedback Form (2 pts) ……..
  - OR Feedback Form provided by Employer at live mock interview event (gives you 10 extra credit points)
- Email confirmation of your completed interview if done online ……..
- Networking Reflection - One page, double spaced, reflection on your experience at the networking event you attended (5 pts) ……..
- Timeline of next steps from present to graduation (8 pts) ……..
  - Including career resources you want to explore, individuals you want to talk with, opportunities you want to take advantage of including at MINIMUM THREE ITEMS PER SEMESTER you want to accomplish towards your occupational goal.
  - Taking classes and graduating DO NOT count as an item.
  - If graduating this semester, include that information and list three things you will do after you graduate.

Points will be deducted for cover letters and resumes submitted with the marked up graded version. Your Action Plan must be a clean and updated copy of your resume and cover letter.
Frequently Asked Questions

Resumes/Cover Letters
Points will be deducted for these documents if you turn in the marked up graded version. Your Action Plan should have a clean corrected copy of your resume & cover letter. I also don’t want the job posting.

I didn’t get an email confirmation of my mock interview.
You’re just telling me this now? Hopefully you did your mock interview and there is a file of it in our administrative files. If there isn’t, you will be lose all points for not completing the assignment.

I did the mock interview at the Prepare for the Fair event, what do I need to do?
Be sure to sign in at the Mock Interview Station and obtain your Mock Interview Feedback form from the interviewer. This form should be included in your Professional Action Plan IN PLACE OF the self-critique.

Is there a particular format for the networking reflection?
Not really, but it needs to be one full page, double spaced. I do not need a header, that just takes up space. I also need to know which event you went to. You will lose points if it is less than one page.

My documents are kind of messy, should I redo them?
No, you won’t be graded on neatness, just content. If you photocopy the worksheets done at Prepare for the Fair or the Workshop, you will lose credit. I don’t care about handwriting.

I’m not going to be in class the day the Action Plans are due.
Action plans are due by the deadline, so bring them to AB 407 BEFORE your class if you are going to miss class. You will not receive credit for your Action Plan if you try to turn it in after I have picked them up during class.

What do I bring to the in-person mock interview during Prepare for the Fair?
Your resume to help the professional tailor the interview to you.

Rules, Guidelines, Reminders

1. Late work will NOT be accepted or graded for credit.

2. You must schedule an appointment to complete your mock interview online if you don’t have your own webcam. The mock interview equipment is housed in the Dean’s Office, AB 409. After completing your interview, Interview Stream will email you a link to your interview. Print this email and submit it with your Professional Action Plan to verify completion of the interview.

3. Action Plans should be submitted in a clear plastic report cover. Professional Action Plans submitted in the blue folder provided or just with a staple will receive a 2 point penalty. Also, clear means clear. If I have to struggle to read your information through the sheet or it does not have a cover over it, you will lose points.

4. There will be no make-ups or substitutions unless pre-approved by Stallar in advance.

5. What do I wear at these events?
Mock interview In-person – Business Professional
Networking Reception – Business Professional
Career Fair (optional) – Business Professional
**You will lose points if not professionally dressed. If you are not dressed for the mock interview you will not be allowed to interview.**