

**HOBART AND WILLIAM SMITH COLLEGES**

# Pathways

**A CAREER DEVELOPMENT PLAN**

**Salisbury Center for Career Services  
and Professional Development**

A student is sitting at a desk in a classroom or study area, working on papers. A desk lamp is turned on, illuminating the desk. In the background, another student is visible, and a window is partially seen. The desk has a black bag, a pair of glasses, and some papers on it. The student's hand is visible, holding a pen and writing on a piece of paper.

## **ASSESS**

Tap into who you are. Assess your interests, values and skills.

## **DISCOVER**

Network and research careers. Get involved on campus and within the community.

## **EXPLORE**

Develop your action plan; what are you excited about pursuing?

## **CONNECT**

Step forward, put your action plan into motion and accomplish your goals.



# Pathways

## A CAREER DEVELOPMENT PLAN

Pathways | 3

**T**here is a direct relationship between how well you follow a specific, professional development plan and your ability to secure career objectives after graduation. To better enable you to create, follow and mark progress throughout such a plan, HWS offers Pathways, a comprehensive development process that prepares students for professional endeavors in four steps.

Pathways motivates you to discover, explore and experience all of your academic, personal and career-related interests. What sets this program apart is its length and breadth, featuring a support network dedicated to sustaining growth and success in the professional development process. Starting as early as the first semester of the first year, students are kept on track using tools and opportunities such as workshops, experiential learning, career counseling and on-the-job training through internships, externships and student employment.

College is a time for exploration of new ideas, cultures and experiences. To that end, we offer a wide range of resources to help you explore your interests, passions and talents to determine what it is you love and what type of career matches your talents, values and capabilities.



**SERVICE LEARNING**

**ASSESS INTERESTS**

**RESEARCH**

**GET TO KNOW FACULTY**



## ASSESS

Pathways | 5

**S**tudents in any class year can participate in Pathways but we recommend engaging in the process at the start of the first year on campus. Once you choose to participate, you will become familiar with and meet your support system, which includes Career Services staff, faculty advisers, alumni and alumnae contacts and other peers involved in the program. A Career Services staff member reviews the program with each student and both agree to commit to a four-year, customized plan that maintains flexibility as interests may change over the course of the program. Planning begins with the start of the Pathways workbook.

The Access path includes activities in the following:

- “Get to know you” questionnaire
- Campus Involvement and service learning
- Interest and personality assessment tools
- Major-career research
- Get to know faculty
- Interests, values and skills brainstorm

To keep on track, you will meet regularly with Career Services staff. Progress is continually evaluated and interests, goals and values are reassessed. Assistance in gaining internship and externship experience is provided.

A smiling woman with dark hair, wearing a dark grey short-sleeved top with a patterned neckline and blue jeans, stands on a stone ledge. She has her hands on her hips. In the background, there is a building with a large archway and an American flag on a pole. The scene is outdoors during the day.

**NETWORK**

**JOB SHADOW**

**GAP ANALYSIS**

**MARKET YOURSELF**

## DISCOVER

Pathways | 7

Once you have identified potential career interests, Career Services staff will help you investigate your options. As you explore you will:

- Research careers using on-site resources
- Learn how to network with alumni, parents and employers
- Pursue job shadow opportunities to experience “A Day in the Life”
- Perform a gap analysis on your career fields of interest in order to develop a list of skills and knowledge needed to make you competitive
- Learn how to market yourself effectively using a résumé, cover letter and social networking

We surround you with people dedicated to helping you learn, grow and succeed. This results in a collaboration between you and members of our extended community:

### Career Services Staff

- Provides assessment of interests, skills and values
- Focuses on how to attain experiences relevant to professional goals
- Sponsors workshops to help students prepare for professional endeavors
- Sponsors career focused alumni panels to help students attain a

“real world” perspective as well as networking opportunities

- Offers a wide range of resources for exploration, internship possibilities and job/graduate school searches

### Alumni and Alumnae

- Provide insight into professional fields and career directions
- Advise on how to prepare, get involved and align goals with action
- Offer “real world” knowledge and expertise

### Faculty Advisers

- Offer assistance with course selection and requirements

- Provide assistance in choosing a major that’s in line with student learning interests
- Help students apply their chosen major to experiential learning
- Offer advice on gaining experience and networking with employers, alumni/ae and other community members

### Parents and Family Members

- Provide motivational support for student interests and goals
- Stay up-to-date on student progress and plans
- Provide additional networking resources and opportunities



Workshops included in the Pathways program:

- **Résumé Writing**
- **Informational Interviewing**
- **Networking**
- **Gaining Experience**
- **Job Search Strategies**
- **Grad School Decisions**
- **Professionals in Residence**





## EXPLORE

Pathways | 9

**T**hrough participation in the Pathways program, you will gain valuable insight, understanding and experiences that build self-awareness and confidence, as well as your résumé and portfolio. They include:

- **Personal awareness and identification of career objectives**—Discover your interests, the things you love to do, goals you want to set for yourself and where your values lie
- **Internship/externship opportunities**—Apply for the many internships in your potential disciplines of interest and learn about life in the field, or look for job-shadowing opportunities through externships available during both summer and winter breaks
- **Campus and community involvement**—Get involved in your community by joining clubs and volunteering through the Center for Community Engagement and Service-Learning
- **Student employment**—Apply for a position on campus to acquire professional skills necessary for internships, graduate school and the world of work
- **Study abroad**—Experience other cultures and environments by studying abroad in one of the many programs offered through the Center for Global Education
- **Collaborative Internship Program**—Gain valuable work experience in Geneva, N.Y. and Boston, Mass. through partnership among students, faculty and worksite employers. This program features partners in a variety of industries, including human services, education, government, finance, public policy, environmental science, communications, business and the arts.

These experiences enable students to develop:

- An understanding of interests, talents and values
- A marketable résumé
- Effective networking skills
- Polished interviewing skills
- Effective letters of correspondence
- New and lasting relationships
- Decision-making skills
- Ability to define transferable skills
- Transition from “backpack to briefcase”
- Ability to recognize, execute and complete goals
- Effective job search and graduate school search skills

# Internship Opportunities

**At hundreds of sites across the country and around the globe,  
HWS students gain clarity and confidence through job experience.**

- American Red Cross
- Amherst College
- Appalachian Mountain Club
- Bank of America
- Boston Private Bank and Trust Company
- Boston University
- Boy Scouts of America
- Boys' Club of New York
- Brean Murray, Carret & Co., LLC
- Bryce Capital Management, LLC
- Burson-Marsteller
- By Kids For Kids Co.
- Cartus Corporation
- CBS Sports
- Chelsea Gallery
- Children's Defense Fund
- Coldwell Banker Real Estate
- Comedy Central
- Condé Nast Publications
- Congressman Frank Pallone, Jr. (D-NJ)
- Congressman Thomas Reynolds (R-NY)
- Congressman Tim Murphy (R-PA)
- Daniel R. Long, Architect & Associates
- Dartmouth's Tuck Business Bridge Prog.
- Department of Homeland Security
- DeWitt Stern Group, Inc.
- DFS: Duty Free Shops
- Environmental Protection Agency
- ESPN
- Fidelity Investments
- Finger Lakes Health
- Frick Capital, Switzerland
- George Little Management, LLC
- German Marshall Fund
- Hartford Insurance
- HBO Sports
- Hitachi Corporation
- International Labor Organization
- J.P. Morgan Chase
- Janney Montgomery Scott
- Jewish Film Festival
- Kenneth Cole Fashions
- Kenyon & Kenyon, LLP
- Lazard Capital Markets
- Lilly Pulitzer
- Lockheed Martin
- Mass. Museum of Contemporary Art
- Meridian Capital Group
- Merrill Lynch
- Morgan Stanley Smith Barney
- Munroe Chiropractic, PC
- Museum of our National Heritage
- National Oceanic & Atmospheric Admin.
- National Outdoor Leadership School
- National Science Foundation
- National University of Ireland, Galway
- New York Stock Exchange
- Ogilvy Public Relations
- Oppenheimer & Co.
- Outward Bound
- Partners + Napier
- Ralph Lauren
- Riverside Outpatient Clinic
- Secretary of State Hillary Clinton
- Seventeen magazine
- Sirius Radio
- Smith Opera House
- Sony Pictures
- Special Olympics
- Trammell Crow Company
- Tufts Veterinary Research Lab
- U.S. Fish and Wildlife Service
- U.S. Postal Service
- UPenn Diabetes & Obesity Research Lab
- Wild Oats Natural Marketplace
- Winchester Hospital
- Yahoo!, Inc.
- Yale Medical School, Hematology Dept.



## CONNECT

Pathways | 11

**T**he final stage of the career development process allows you to apply all that you have learned to secure an opportunity after graduation and begin the next chapter in your life. As you connect you will engage in the following:

- Job Search
- Graduate School Applications
- Volunteer Applications
- Learning how to accept, decline and negotiate offers

We are confident that if you share this commitment to career development, you will have a firm grasp on professional objectives and the necessary skills to obtain employment after graduation.

For more information on Pathways or to make an appointment, stop by, call or e-mail the HWS Salisbury Center for Career Services and Professional Development (first floor). We'll be there every step of the way.

**The Salisbury Center for Career Services and Professional Development**  
Trinity Hall Geneva, NY 14456  
Phone: (315) 781-3514 | Fax: (315) 781-3515  
E-mail: [cso@hws.edu](mailto:cso@hws.edu)

---

**More than 4,200 alumni, alumnae and parents are registered with the Colleges as Career Volunteers to help the next generation of Hobart and William Smith graduates launch their careers.**



## **HOBART AND WILLIAM SMITH COLLEGES | GENEVA, NY 14456**

Worlds of Experience. Lives of Consequence.

**The Salisbury Center for Career Services and Professional Development**

**Trinity Hall Geneva, NY 14456**

**Phone: (315) 781-3514 | Fax: (315) 781-3515**

**E-mail: [cso@hws.edu](mailto:cso@hws.edu)**

**[www.hws.edu](http://www.hws.edu)**