Fall Semester 2018

Dear First-Year Student,

Congratulations on your acceptance to UConn and welcome to the Hartford campus!
In an effort to support you through your undergraduate years at UConn, the Center for Career Development (CCD-Hartford) has developed a new initiative called the First-Year Career Check Program.

It is highly recommended by CCD that you begin the career development process during your first year of college. Beginning this process during the first semester allows sufficient time for you to plan, research, and actively participate in developing your career skills, as well as your personal brand and professional narrative.

When you schedule your First-Year Career Check Program appointment, you will be provided with a ‘CCD Action Plan Checklist’. It outlines a recommended action plan that will aid you through your college experience at UConn. It will also guide you through a list of tasks/actions with the expectation that you will be better positioned to achieve your career goals.

Remember, beginning the career development process early, avoids the stress that students often feel as a consequence of being unprepared and ill equipped as they transition from college to their profession and the workplace.

The ‘CCD Action Plan Checklist’ consists of four columns:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Resources</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• perform actions to achieve career goals</td>
<td>• provides information to aid with list of tasks</td>
<td>• deadlines to keep focus on completing tasks</td>
</tr>
</tbody>
</table>

| ✔️ | check off tasks when completeds |

Please use Handshake at https://app.joinhandshake.com/login to schedule your First-Year Career Check Program appointment. Simply login and schedule your appointment.

I look forward to meeting with you to discuss your major and future career goals. Please contact me at hartford.career@uconn.edu if you have any questions.

Wishing you the best of luck fall semester!
Robin Shefts, Assistant Director
Center for Career Development (CCD-Hartford)
hartford.career@uconn.edu/ 959-200-3819 https://career.hartford.uconn.edu/
Hartford Times Building – rm. 108