

Create an account in PASSPORT

PASSPORT is the official Career + Alumni Services Portal which houses all resources Career related and is where employment and internship opportunities are posted directly to RMCAD Students and alumni.

Remember to activate your
LinkedIn Learning Account

Attend Workshops, Guest Lectures, and Events

Check the Event Calendar & Announcements in PASSPORT for upcoming Career Services events and workshops. Join extra-curricular clubs and activities. Ask student leaders and the Student Life Department about how to get involved, or start your own club!

Network with the RMCAD Community

Complete the Networking Pathway in PASSPORT. Meet and engage with students, alumni, and faculty. Alumni and faculty are wonderful resources for networking, mentorship, and guidance! Join the RMCAD and Alumni Association social media pages and get connected!

Visit RMCAD Career + Alumni Services Office

The CAS Office is in TEX 327. Meet with a Career Advisor in person or Online. You can make a Career Advising Appointment in PASSPORT to gain information about jobs/internships, career planning, and career resources. Walk-ins are always welcome. Appointment recommended.



Research your Career

Complete the Career Exploration/Career Readiness Pathway in PASSPORT. Identify areas of interest, skills, values, occupations and career paths to help guide your direction. Identify goals and strategies. Make decisions to self-guide your future.



YEAR 2

Prepare to apply

THE GUIDE TO SUCCESS

A year-by-year career guide from Career + Alumni Services

Research and prepare to participate

Plan to participate in an internship for credit, internship for professional experience, Micro Internships, or job shadowing in your field of study.

Complete the Experiential Learning / Internship Pathways in PASSPORT.

Get familiar with your options and learn how to search and apply for opportunities.

Develop a Resume

Complete the Resume Pathway in Passport. Begin to assess your skills, experience, and abilities and create a resume.



Start Building your Extended Network beyond RMCAD

Complete the Informational Interview Pathway in Passport. Build a list of Prospective Employers and Connect with industry related career professionals. Request Informational Interviews to further engage, research their roles, and possibly find a mentor.

Begin to develop your Online presence

Complete the Social Media for Artists and Designers Pathway. Engage in social media and follow other artist, designers, studios, employers, and organizations.

Meet Recruiters

Visit On-Campus Recruiter Tables and attend employer presentations virtually or in person. Always be prepared to introduce yourself, talk about your interest, and ask important questions about their opportunities. Continue to attend Events, Career Fairs, Workshops, and Guest Lectures.



YEAR 3

Getting Experience

THE GUIDE TO SUCCESS

A year-by-year career guide from Career + Alumni Services

Stay on Track

Update your Career Checklist and prioritize goals. Ensure your profile on Passport is up to date.

Polish your interview skills.

Attend an Interview workshop or schedule an appointment with Career Services to use the Mock Interview tool. Passport also offers interviewing tips and tricks!

Apply for Internships, Micro Internships, Artist Programs and Volunteer Opportunities.

Career Services can assist you with sourcing internships and volunteer professional experiences. Remember to check application deadlines!

Evaluate your Skills

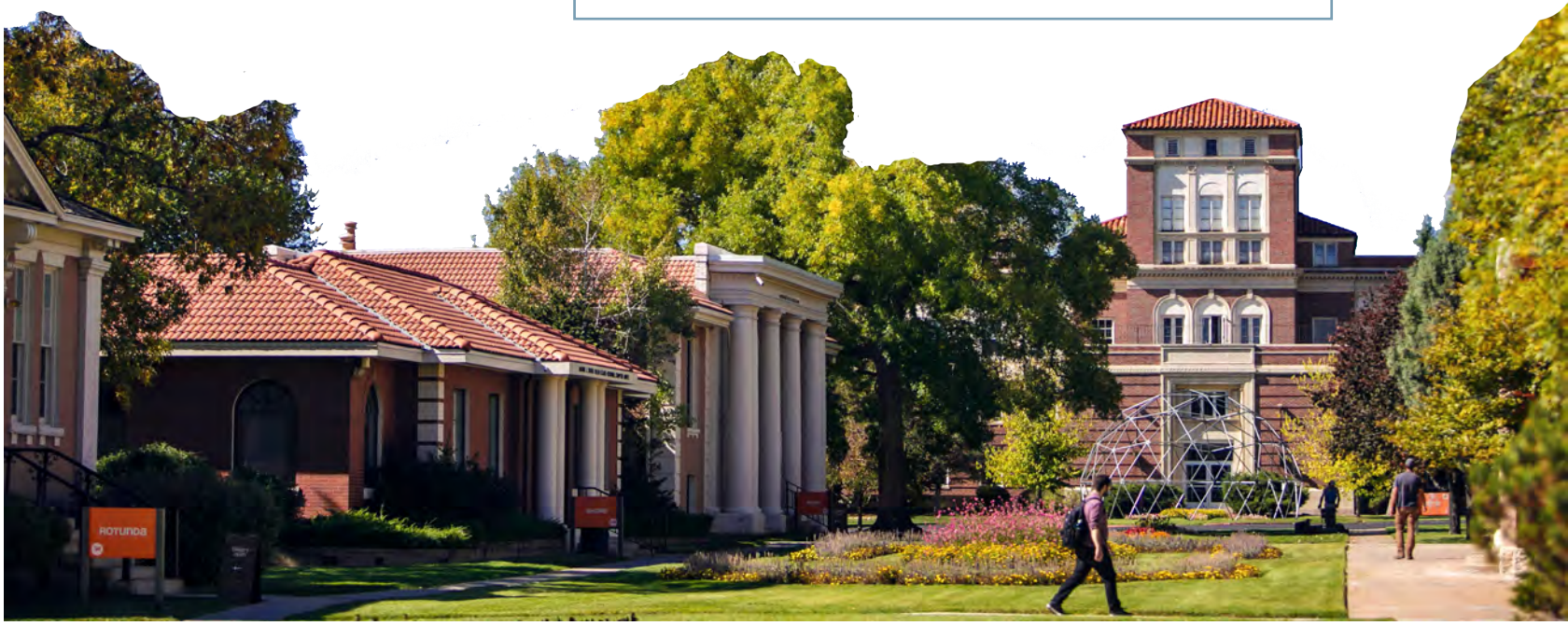
Continue to evaluate your skills and seek assistance with software programs or areas of your degree program where you are struggling. Utilize LinkedIn Learning and peer tutors in the Student Learning Center (SLC).

Update your Resume and Portfolio

Attend a Resume workshop to get the latest updates and tips. Submit your resume, cover letter, and portfolio to Career Services for a critique from an industry professional.

Network!

Attend industry related events on and off campus. Continue to build your connections on social media. Professionals at local area meet ups, career fairs, and conventions.



YEAR 4

Career Ready

THE GUIDE TO SUCCESS

A year-by-year career guide from Career + Alumni Services

Final Check

Complete your Career Action Plan Checklist and update Passport profile. Resume and Portfolio should be updated, polished, and professional. Seek out letters of recommendation from your References list. Prepare and practice interviewing skills. Job search should be in full swing!

Search and Apply for Jobs

Check Passport, career related job boards, and employer websites daily for openings. Research company links and websites for career opportunities and unadvertised openings. Keep an ongoing list of 5-10 job prospects.

Follow Up

Follow up on job applications and interviews. Reach out to your networking contacts (Alumni too) and let them know that you are scheduled to graduate soon and are seeking opportunities. Utilize professionalism with follow up communication including phone calls, emails, and thank you notes.

Continue to boost your Online presence.

Participate in Senior Exhibition, Online exhibitions, and local exhibitions. Attendance at Industry Events are a Priority. Attend On-Campus Recruiter Info Sessions, Career Fairs, and Guest Speakers. Always be prepared to introduce yourself, offer your resume, business card, and portfolio. Talk about your interest, and ask important questions about their opportunities.

Reflect and Review

Stay on Track! Follow through with your leads! Continue to work on the plan! The job hunt is a "Real Job"! Treat it like one and you will see positive results. 5 Hours a day. 5 Days a week. Use targeted approaches. Network! Network! Network!