

BHSU Career Development Punch Card Program

Complete the following steps to complete the BHSU
Career Development Punch Card Program

1. Set up a meeting with a BHSU Peer Mentor in the Career Development Office, overviewing Career Development resources.
2. Attend a (1) Northwestern Mutual workshop.
 - a. Oct. 30th @ 6:00 PM & Nov. 12 @ 6:00 PM.
3. Create a Handshake account and apply to 2 or more jobs or internships.
4. Complete a Professional Portfolio (Resume, Cover Letter, etc.) up to the standards of Career Development (listed on the website) and confirmed by a Peer Mentor.
5. Attend a Career Fair or Career Development Workshop.
6. Have one of the following approved by Career Development:
 - Elevator pitch.
 - Personal statement (highly recommended for - those interested in graduate programs).
 - LinkedIn Profile.

*** If you are currently enrolled in a GS100 course, the first 25 students will receive a free BHSU t-shirt with the completion of the first 6 steps.

For any questions contact: Careers@BHSU.edu



**Career
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Grand Giveaway Entry Rules

For an entry for the grand prize, you must complete the additional 4 steps

- 1.(7) Attend 3 meetings of any organization on campus (they may be the same group each time or different groups). These meetings are not events hosted by the organization.
 - a.** For proof have three signatures and dates from the President or Vice President of the organization OR have them email Careers@BHSU.edu for proof.
- 2.(8) Meet with your professional advisor to ensure registration for the next 2 semesters. If you are a graduating student, you need proof of graduation application.
- 3.(9) Complete TruMotive and Focus2 on the Career Development website.
- 4.(10) Write a 200-500 word reflection on what you learned about completing these steps or advice you would give to incoming freshmen. Once completed, send to Careers@BHSU.edu

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Why should I participate in this program?

Unlock Your Full Potential with the Career Development Punch Card Program
Embarking on your career journey can be both exciting and daunting. To help you navigate this path with confidence and competence, we've designed the Career Development Punch Card Program with specific, actionable steps that will set you up for success. Here's why you should complete the program:

1. Personalized Guidance and Support
2. Skill-Building Opportunities
3. Hands-on Experience
4. Professional Documentation
5. Networking and Exposure
6. Tailored Career Tools
7. Self-Assessment and Growth
8. Campus Involvement
9. Academic Planning
10. Career Assessments

The Career Development Punch Card Program is more than just a checklist – it's a strategic roadmap to your future success. By completing this program, you'll gain valuable skills, professional connections, and a competitive edge in the job market. Don't miss out on the opportunity to invest in your future and unlock these exclusive rewards. Start your journey today!

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Rewards and Incentives

Career Success Certificate Tier 1 and BHSU Padfolio:

Complete the first six steps to receive a certificate and a professional padfolio (while supplies last), recognizing your commitment to career development and providing a stylish and practical accessory for your professional needs.

Exclusive Rewards for GS100 Students:

If you are currently enrolled in a GS100 course, the first 25 students will receive a free BHSU t-shirt upon completing the first 6 steps. Show your school spirit and celebrate your achievements!

Grand Prize Opportunity:

To enter our grand prize drawing, complete the following additional steps noted above. The Grand Prize includes an iPad with accessories donated by Northwestern Mutual! This incentive not only rewards hard work and dedication but also provides a tangible benefit that can support your academic and professional activities.

***Successfully completing all steps of the program showcases your commitment to career development and personal growth. It's an achievement that you can proudly highlight on your resume and discuss in job interviews, demonstrating your proactive approach to career readiness. Embrace the challenge and take full advantage of the opportunities provided by the Career Development Punch Card Program.

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Staff expectations

As part of our commitment to supporting staff in facilitating professional growth opportunities, we are introducing the Career Development Punch Card Program. This program is designed to help participants unlock their full potential through a series of structured, actionable steps aimed at developing key career skills, expanding networks, and enhancing market competitiveness.

As a staff member, your role is to:

1. Initial Each Task

- Place your initials in the numbered square upon completion to signify that numbered task was successfully completed.

2. Date Milestone Completion

- In the square, next to your initials, record the date when the milestone was achieved and proven to you.

3. Enter JacketHub Notes!

- Please enter an appointment summary or add a note to the student that completed the task. This will help us verify that the student met with you for completion of the task.

This system ensures precise tracking of student progress in the career growth program. Your role is vital in upholding fairness and contributing to the success of the Career Development Punch Card Program. Through your efforts, you help foster meaningful career growth for participants.

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