

ODU Career Event Planning Worksheet (2025–2026)

SECTION 1: Choose or Brainstorm Your Event Type

Check all that apply or use this list to inspire your own idea:

- ☐ College- or major-specific Career Fair
- ☐ Career prep series tied to a course or student org
- ☐ Industry-specific networking night (e.g., Healthcare, Tech, Government)
- ☐ Alumni-Employer Panel Discussion
- ☐ Employer Site Visit or Shadow Day
- ☐ Monthly Job/Internship Announcement Newsletter
- ☐ Certification/Skill Credential Collaboration with Employers
- ☐ Mock Interview Day
- ☐ LinkedIn or Resume Review Pop-Up
- ☐ "Meet the Employers" Lunch & Learn
- ☐ Graduate School and Career Pathway Expo
- ☐ Other ideas: _____

SECTION 2: Draft Your Event Idea (SMART Style)

1. Working Title of Career Event:

2. What is the main purpose of this event?

3. Who is your target audience? (Check and specify):

- ☐ Undergraduate Students
- ☐ Seniors
- ☐ Graduate Students
- ☐ Alumni
- ☐ Faculty & Staff
- ☐ Other: _____

SECTION 3: Collaboration & Employers

4. Which employers, companies, or industries do you want to involve?

Company Name	Contact Name	Email or LinkedIn

5. Collaborators You May Want to Partner With:

- ☐ Career Development Services
- ☐ Alumni Relations
- ☐ Faculty Champions: _____
- ☐ Student Organizations: _____
- ☐ Other Departments: _____

SECTION 4: Event Logistics

6. Preferred Format:

- ☐ In-Person
- ☐ Virtual
- ☐ Hybrid

7. Ideal Month/Time of Day

8. Budget (Cost to Implement the Event)

- ☐ Free
- ☐ \$1 - \$500
- ☐ \$501 - \$1,000
- ☐ \$1,001 - \$2,000
- ☐ \$2,000+

9. What support or resources might you need? (Check all that apply)

- ☐ Catering (oducatering.catertrax.com)
- ☐ Media Services (www.odu.edu/webb/media)
- ☐ Graphic design & marketing support (<https://www.odu.edu/university-communications>)
- ☐ Space Reservation (www.odu.edu/webb/reserving-space)
- ☐ Facilities Management (www.odu.edu/facilities/services/events)
- ☐ Student volunteers/student employees
- ☐ Other: _____

SECTION 5: Make a SMART Goal

9. Write a SMART goal for your event (Specific, Measurable, Achievable, Relevant, Time-bound):

→ Example: "By March 2026, I will coordinate a Business Career Panel with 4 employers and 60 student attendees to highlight industry trends and internship opportunities."

Your SMART Goal:

SECTION 6: Your 30-Day Action Plan

10. Before the end of the next month, I will take these 5 steps to move my idea forward:

1. _____
2. _____
3. _____
4. _____
5. _____

ODU Career Summit 2025 Career Conversations One-Sheet for ODU Employers & Employees

Use this guide to help students reflect on their skills and career readiness during your interactions with students.

Why This Matters Many students don't realize how their coursework, part-time jobs, leadership roles, and life experiences are building valuable skills. With a few intentional questions, you can help students recognize and name their career readiness—and boost their confidence for the job market.

Quick Conversation Prompts Use one or more of these in casual or structured moments:

1. What's something you're working on right now that you're proud of?
 2. Tell me about a challenge you've solved this semester—how did you do it?
 3. What's a skill you're building in class, at work, or in a student org?
 4. What types of work do you find energizing or interesting?
 5. Which class or experience helped you grow the most so far?
 6. If you could intern anywhere, where would it be and what would you want to learn?
 7. How do you prefer to work: solo, in teams, hands-on, research-based?
 8. What career-related step do you want to take this semester?
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Career Readiness Skills to Spotlight Help students recognize when they are demonstrating or developing these key skills (from NACE Career Readiness Competencies):

- | | | |
|--|----------------------------|--------------------------------|
| • Critical Thinking & Problem Solving | • Teamwork & Collaboration | • Professionalism & Work Ethic |
| • Communication (Written, Oral, and Digital) | • Equity & Inclusion | • Career & Self-Development |
| | • Leadership | • Technology Use |
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Career Readiness Check-In Questions Use these to assess where students are in their career preparation journey

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|---|--|
| 1. Do you have a current resume? | 5. Have you created a LinkedIn profile or professional online presence? |
| 2. Have you ever interviewed before? Would practicing with a mock interview help? | 6. Have you talked to a faculty member, advisor, or mentor about your career plans? |
| 3. Are you confident in your major choice? If not, what else are you considering? | 7. Do you know the skills and qualifications required for your ideal career? |
| 4. Do you know where to find internships or job postings related to your interests? | 8. What is one step you can take in the next 30 days to move forward in your career? |