



Professional Development Institute Requirements

To be an active member of PDI:

- Meet with your career coach at least once per academic year
- Attend at least one workshop per semester

I. Core: (complete all)

1. **Career Coaching** -- Participate in Career Coaching with your PDI Career Coach. Meet at least once per year until completion of program.
 2. **Resume**
 - (1) **Instruction** includes workshops, classroom presentation or [online presentation](#).
 - (2) **Assignment:**
 - (a) Have **Resume Review** with your PDI Career Coach or another member of Career Center staff.
 - (b) **Revision**-after you revise your resume based on Resume Review, bring or send it to your PDI Career Coach.
 - 3a. **Job Search Strategies**
 - (1) **Instruction** includes workshops, classroom presentation or [online presentation](#).
 - (2) **Assignment:**
 - (a) Sign-up with [eRecruiting](#) and upload your Revised Resume to eRecruiting.
 - (b) Identify 3 jobs or internships of interest to you and related to your major.
 - (c) Send your PDI Career Coach a list of the job titles you found and resources used to locate the jobs or internships.
 - (d) In addition, also send the job description for 1 of the jobs of interest to you. You will use this job description for a Mock Interview.
- OR
- 3b. **Graduate or Professional School Search Strategies**
 - (1) **Instruction** includes workshops, classroom presentation or [online presentation](#).
 - (2) **Assignment:**
 - (a) Using [gradschools.com](#), [Peterson's Guide to Graduate Schools](#) or similar resource, identify 3 Graduate Schools with Degree Programs that will help you reach your Career Goals.
 - (b) Send your PDI Career Coach a list of the Schools/ Programs and resources used to locate them.
 - (c) In addition, also send the job description for 1 of the degree programs of interest to you. You will use this description for a Mock Interview.

4. Professional Interview Skills

- (1) **Instruction** includes workshops, classroom presentation or [online presentation](#).
- (2) **Assignment:**
 - (a) You are ready to schedule a Mock Interview with your PDI Career Coach or another member of the Career Center staff.
 - (b) Send to your PDI Career Coach a copy of your Revised Resume and a copy of a job description or Graduate School Degree Program of interest to you (see #3 above).
 - (c) Download and review an [Interview Evaluation Form](#) from our website; your Career Coach will use this Form to provide feedback on your Interview skills.
 - (d) Call 479-575-2805 to schedule an appointment for your Mock Interview.

5. **Diversity in the Workplace** – Instruction includes workshops, classroom presentation or [online presentation](#). For online presentation, complete assignment associated with this presentation and send to your PDI career coach.

II. Resume Building Experience: (complete one of the following)

- [Cooperative Education Experience](#)
- [Internship Experience](#)
- [Volunteering](#)
- Leadership role in a [student organization/Center for Leadership and Community Engagement](#) (can include leadership roles other than president, vice-president, secretary, or treasurer)
- Membership in [student government](#)
- Research
- Participation in an ongoing community activity
- [Study Abroad](#)
- Presentation at a conference or workshop
- Service-learning Experience
- Part-time job(s) directly related to career goals

III. Elective: (complete at least three)

- Attend any CDC [Event](#) found at career.uark.edu (includes career fairs, workshops, employer information sessions, etc)
- View [Online Presentations](#) found at career.uark.edu
- [Career Assessments](#) (call the Career Development Center at 479-575-2805 for more information)
- [Job Shadowing](#), [Employer Informational Interviews](#), or site visits
- Other (Talk with your PDI Career Coach about options)

Join today at <http://career.uark.edu/Students/pdi-application.asp>