



Individual Career Consultation

Individual career consultations are available for benefits-eligible employees who wish to develop in their careers at Cornell.

A career coaching appointment can be made after the following steps have been completed:

- Create an account in [Optimal Resume](#)
- Complete the skills assessment module
- Create/update your resume and cover letter
- Practice interviewing skills
- Explore options at Cornell
- Create a development plan
- Discuss your career interests with your supervisor

The career coaching process begins with an overall exploration of development needs and career questions. It continues with a plan for accomplishing short- and long-term goals. Depending on need, the coaching can focus on any of the following development topics:

- Assessing skills, interests, and values
- Exploring new roles and careers at Cornell
- Researching possibilities at Cornell through informational interviewing
- Creating a development plan for your current position
- Preparing for a development discussion with your supervisor/manager
- Building a professional network
- Discussing options for continuing education

Developing strategies to manage common career stage transitions at early career, mid-career, or late career/retirement

To schedule an appointment with a career consultant, contact [Talent Planning](#).