Career Readiness Competencies

Career readiness is the foundation upon which a successful career is launched. Review the National Association of Colleges and Employers (NACE) competencies listed below to identify areas in which you excel. Check with your success coach for ideas to build competentencies you may need to strengthen.

Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Tips for Academic Success

In addition to building the career readiness competencies, it is also important to maintain a strong GPA to increase your competitiveness in the job market. Below are a few tips to start and finish each semester strong!

1. Attend and actively participate in all of your classes.
2. Follow the University attendance policy and the absence policy specified in each class syllabus. Communicate with your faculty about any classes you need to miss.
3. Read your RMU email daily and often.
4. Print your syllabus for each course. Make note of assignments, due dates, exams/quizzes and mark your progress throughout the semester.
5. Use a planner or app to keep track of assignments, due dates, work, meetings and other commitments.
6. Create a weekly schedule to manage your time. For each course, schedule out-of-class study time.
7. Contact your professor and success coach if you begin to struggle in a class. Utilize services offered through Tutoring and the Writing Center. Services are free to RMU students!
8. Get to know your faculty. Ask questions, participate in class discussions and utilize office hours.
9. Review the Academic Calendar each semester to identify University holidays, last day to add/drop a course, last day to withdraw from a class, and first day of registration for the next term.
10. Prior to the start of registration for the next term, remember to schedule a meeting with your academic advisor to discuss recommended courses and your degree progress.

Any questions? Please contact your success coach (listed in your Banner profile).

Center for Student Success
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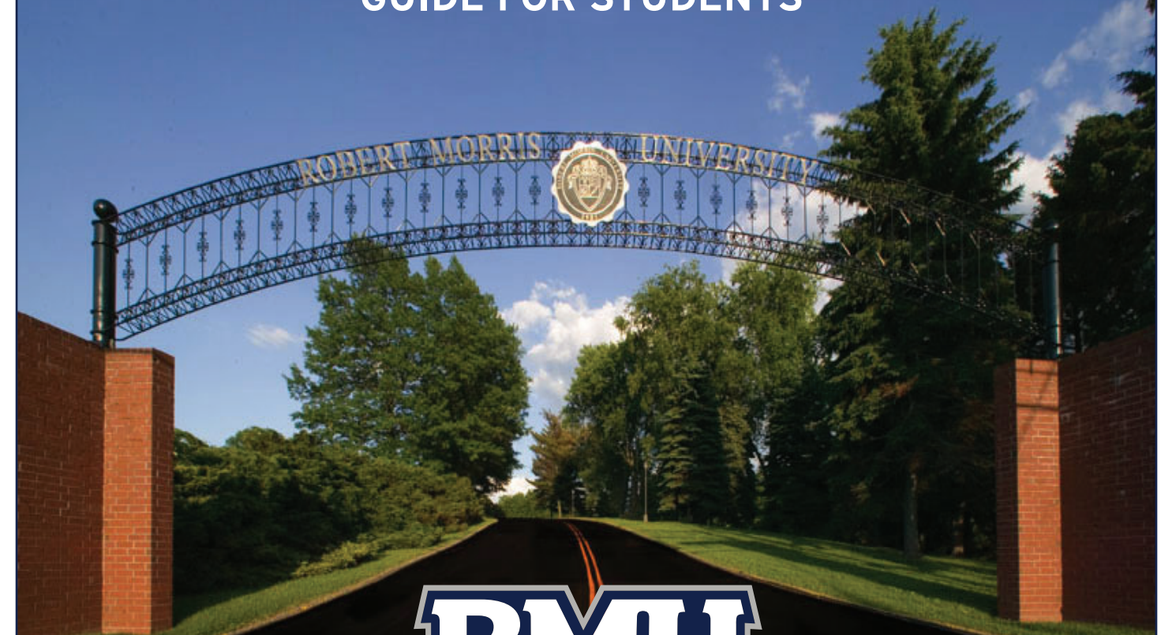
BUILDING YOUR FUTURE

AN ACADEMIC & CAREER PLANNING GUIDE FOR STUDENTS



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A FOUR–YEAR PLANNING GUIDE

FIRST YEAR

ADJUSTING TO COLLEGE... INCREASING ACADEMIC AND CAREER AWARENESS

Meet with your success coach to learn about Center for Student Success (CSS) services and resources, including academic coaching, tutoring, career development, student employment (work-study), services for students with disabilities and multicultural student services.

On the CSS website, review career resource guides for majors and career development tip sheets.

Download Navigate, a free personalized app to guide students toward Colonial success. To download, search "Navigate Student."

Begin exploring or confirming your choice of major and start your professional resume.

Consider applying for a work-study job on campus. Positions are posted in Talent Track.

Use Firsthand, a comprehensive career development resource, to explore information about career options and professions.

Register with Handshake, a job listing database offered through the Career and Professional Development Center (CPDC). Review the events section and attend relevant workshops and networking events. Explore part-time and summer positions.

Meet with and get to know your academic advisor and faculty members.

Discover campus organizations and community service opportunities through Revolution and the Office of Student Life.

Visit the Counseling Center for help with personal adjustment concerns, academic stress and family issues.

Explore study abroad options through the Center for Global Engagement.

SOPHOMORE YEAR

MAKING AND CONFIRMING DECISIONS... EXPLORING OPTIONS

Meet with your success coach to discuss your academic and career goals.

Make or confirm your choice of major. Begin exploring a double major or minor if interested.

Update your Handshake profile, upload/edit your resume and explore internships.

Use the Center for Student Success (CSS) website, Firsthand, Handshake and other internet links to explore careers, learn about employers and develop an understanding about the world of work.

Discover the value of informational interviews and begin speaking with professionals in your field(s) of interest. Search LinkedIn.com and other professional networking sites for a mentor.

Join and participate in clubs, organizations and sports/intramurals that interest you. Use Revolution to identify student professional organizations related to your major.

Learn about the NACE Career Readiness Competencies (listed on last page) and develop an action plan to build your competencies.

Consider on-campus, part-time, temporary or seasonal positions and community service activities that relate to your major to help you build your network, develop skills and gain experience.

Refer to Revolution and the events section of Handshake. Attend Career and Professional Development Center (CPDC) career fairs and networking events to learn about careers and explore internship opportunities.

Obtain information about RMU's Academic Internship Program from the CPDC and your academic department.

Begin watching instructional videos in Big Interview, an online system that combines training and practice to improve interview technique and build confidence.

JUNIOR YEAR

CLARIFYING CAREER GOALS & TESTING OPTIONS

Meet with your success coach to review your academic degree progress and action plan for career readiness competencies (listed on last page). Discuss how to communicate and market your strengths on your resume and in interviews.

Revise your resume to include relevant and selective information to share with a prospective employer.

Update your Handshake profile and resume.

On the Center for Student Success (CSS) website, review the career resource guide for your major to discover career-related information and professional associations in your field of interest.

Continue informational interviews with professionals in your field to learn about careers, seek advice and lay the groundwork for an internship experience. Network with people to learn about career options and how to access the job market.

Review helpful interview preparation videos in Big Interview and record yourself answering questions. Participate in a phone, virtual or in-person practice interview with your success coach.

Consider internships, temporary employment and volunteer positions to increase your skill base, develop an employment history and gain relevant experience. Obtain information about the Academic Internship Program and search Handshake and Firsthand to explore opportunities and apply for positions.

Attend Career and Professional Development Center (CPDC) career fairs and networking events to meet with employers regarding internship opportunities.

Explore the possibility of attending graduate or professional school. If interested, begin researching schools/programs, admission tests and financial aid information. Refer to the Graduate School Planning Tip Sheet.

SENIOR YEAR

COMPLETING DEGREE REQUIREMENTS & MAKING POST–GRADUATION PLANS

Submit your Graduation Application within 10 days after the beginning of your final semester of study.

Check your progress on completing the graduation requirements for your degree and the Student Engagement Transcript.

Design an action plan and a timeline for your post-graduation plans.

Attend workshops and programs to obtain assistance on resume writing, interviewing and job search strategies. Meet with your success coach if you need assistance in clarifying your goals or job objectives.

Update your Handshake resume and profile and submit resumes for on-campus interviews and full-time job postings.

Use Firsthand to review company profiles and rankings and to apply for full-time positions.

Utlize Big Interview and participate in a practice interview to sharpen your interview technique.

Continue networking through LinkedIn.com, professional organizations and with friends, parents, faculty and alumni to identify possible employment leads.

Attend career fairs, networking events and employer information sessions posted in Handshake.

Contact employers using the on-campus recruiting program, job fairs, LinkedIn.com, professional associations and library resources. Research employers through Handshake and Firsthand.

For graduate and professional school, remember to take the necessary entrance examinations, write admission essays, complete applications, and request faculty members, employers and others in your professional network to serve as references.

RMU ROBERT MORRIS