

CAREER READINESS Quick Tips

Information Provided by NACE - National Association of Colleges & Employers

ARE YOU CAREER READY?

Employers are looking to hire college students and recent graduates who know how to use their skills, strengths and interests. These students are Career Ready!

How do you become Career Ready?

Mastering these Career Readiness Competencies will prepare you for an internship or first job.



Career Management

Identify and articulate skills, strengths, knowledge and experiences. Navigate career opportunities and pursue them; network to build relationships.

- Ways to develop this competency:
 - Use the services and resources available to you at the CPDC & CSS
 - Build a resume and complete your profile in Handshake
 - Explore career options and find opportunities on Handshake
 - Practice your interview skills



Critical Thinking

Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions.

- Ways to develop this competency:
 - Brainstorm solutions to a problem before bringing to a professor/supervisor
 - Activate your mind - read, do puzzles, write, etc.
 - Get an on-campus or part-time job



Leadership

Leverage the strengths of others to achieve common goals; organize, prioritize and delegate work; use empathetic skills to guide and motivate others.

- Ways to develop this competency:
 - Take a leadership role in a group or organization
 - Take on additional responsibilities at your job/internship
 - Motivate team members, co-workers and other students with a positive attitude



Technology

Select and use appropriate technology to solve problems, tasks and accomplish goals.

- Ways to develop this competency:
 - Download a new app, learn how to use it and become an expert
 - Create a LinkedIn account and use it to build your network and explore careers and advance your job/internship search



Communication

Articulate thoughts and ideas clearly through written and oral forms to a variety of audiences; demonstrate public speaking skills.

- Ways to develop this competency:
 - Develop and deliver a presentation in class or at work
 - Practice professional writing both online and written - always proofreading for errors
 - Join a speech or theater group



Teamwork

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

- Ways to develop this competency:
 - Collaborate with others on a class/organization project and share responsibilities
 - Join a RMU club, team organization
 - Consider others perspectives before making a decision
 - Handle difficult conversations in person and with respect



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local/global cultures.

- Ways to develop this competency:
 - Attend an event that encourages you to step outside your comfort zone
 - Engage in conversation with individuals who have different perspectives
 - Volunteer in your community
 - Keep growing your personal and professional network



Professionalism

Demonstrate personal accountability and effective work habits; be punctual; work well with others; practice good time management and have integrity.

- Ways to develop this competency:
 - Use a planner/calendar to prioritize work/assignments and meet deadlines
 - Reflect on a recent challenge and identify areas of improvement
 - Review your social media through the eyes of an employer
 - Find a mentor
 - Dress for success for all professional events

Make sure that your resume reflects all of these competencies!

careercenter@rmu.edu

412.397.6333