

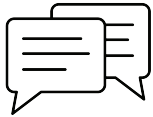


Career Readiness Competencies

What is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

Indiana State University has made a commitment to developing core career competencies that will help our graduates be successful through the job search process and in the workplace. Through the academic curriculum, extracurricular offerings, and experiential learning, ISU students will develop and improve these competencies and learn to articulate them through the job search process.



Communication

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



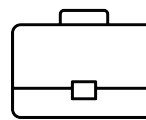
Leadership

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



Critical Thinking

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



Professionalism

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



Teamwork

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



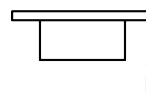
Technology

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.



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.

Career & Self-Development *for students*

Below are career activities that will help you prepare for career decision making and successful job and internship searches. Work through these items to insure you are prepared professionally for the next step in your career.

CAREER ASSESSMENT & REVIEW

- Utilize the Career Center's *Focus 2 Career Assessment* tool to identify interests, values, skills, and personality and how they connect with specific employment titles and industry areas. Once completed, review your Focus 2 results with a career coach.

PROFESSIONAL IDENTITY & EXPLORATION

- Conduct research of career fields to assist in decision making using tools like *Occupational Outlook Handbook*, *ONet*, *Candid Career*, *What Can I Do With This Major*, *Focus 2*, *informational interviewing*, *job shadowing*, and *professional conference participation*.

IDENTIFICATION OF SKILLS & CAREER COMPETENCIES

- Review the *8 career readiness competencies* and industry-related skill sets desired by hiring managers. Identify your strengths and weaknesses. Make a plan for how to build skills and gain experiences to improve your career competencies.

HANDSHAKE PROFILE COMPLETION

- Activate your *Handshake account* (access through your ISU Portal) and complete your professional profile. Handshake is the career management portal used by the Career Center to post internships and jobs, manage career fairs and workshops, schedule appointments with career coaches, and manage your job search profile.

RÉSUMÉ WRITING & CRITIQUES

- Draft a résumé according to the *Résumé Writing Guide* and the posted industry-specific résumé samples. Attend *Walk-Ins* to receive feedback. Upload final résumé to *Handshake* to use in your internship and job search.

COVER LETTER WRITING & CRITIQUES

- Draft a cover letter in response to a job description found online according to the *Cover Letter Writing Guide*. Attend *Walk-Ins* to receive feedback. Each cover letter should be tailored specifically to each new job application.

MOCK INTERVIEWS

- Complete a practice interview to brush up on answering traditional and behavioral interview questions prior to the "real thing." Use the *Big Interview* system for a virtual practice session or schedule a *mock interview* with a career coach.

EXPERIENTIAL LEARNING & INTERNSHIPS

- Experience real-world situations and environments to help clarify your career interests and build your professional network. Experiences can include *undergraduate research*, *creative and artistic activity*, *work-based experiences*, *internships*, *study abroad/cultural immersion*, *community/civic engagement*, or other activities that makes sense to your specific discipline.

CAREER FAIRS & EMPLOYER EVENTS

- Participate in events that allow you to interact with companies and hiring professionals such as *career fairs*, *employer information sessions*, *company/industry panels*, and *employer site visits*.

NETWORKING EVENTS

- Practice meeting and conversing with company representatives or alumni to learn about their career fields, make connections, and get advice. Attend a networking night, community reception, alumni event, or participate in the *ISU Mentoring Center*.