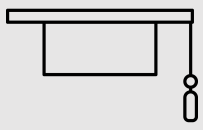
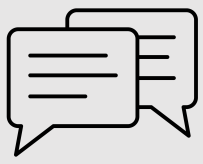
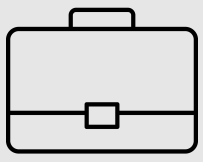
OFFICE OF
CAREER & PROFESSIONAL DEVELOPMENT

Recommendations for Career Readiness

Competency	First-Year	Sophomore/Junior	Senior
 **Career & Self-Development**	□ Schedule an appointment with a Career Counselor to create an individual 4-year plan and to find work/volunteer opportunities □ Identify career direction through assessments □ Explore your career on O*Net/Occupational Outlook Handbook □ Build a resume that accurately reflects experiences and skills □ Meet with a Career Counselor to identify and articulate strengths	□ Identify career direction through assessments and be able to define career goals □ Research and apply for internships and research opportunities in your field of choice □ Attend the Fall and Spring Career & Internship Fairs to seek opportunities in your field □ Prepare for professional school entrance exams □ Conduct Informational Interviews and network with professionals in your field	□ Engage in a conversation with a Career Counselor to better understand your individual job search process □ Research companies and positions of interest □ Create a budget and understand the average salary and benefits necessary □ Self-navigate job options and workplace opportunities
 **Communication**	□ Create Handshake Profile □ Create a LinkedIn Account □ Learn how to write a professional resume □ Attend Career events and learn how to network with professionals □ Learn how to write and tailor a cover letter and reference sheet □ Utilize the Writing Center for course assignments	□ Learn how to articulate these competencies during interviews and events □ Continually update resume, and Handshake and LinkedIn accounts □ Conduct Informational Interviews with professionals in your field of choice □ Build strong interviewing skills/Schedule a Mock Interview with Career and Professional Development □ Develop professional networking skills	□ Complete a mock interview with a Career Counselor □ Effectively articulate your wants, needs, and values during the job search □ Effectively network with professionals in your chosen field □ Continually update and tailor your professional documents for each position or graduate/professional school you apply for
Critical Thinking	□ Explore St. Norbert Majors and take Career Assessments □ Explore O*Net and the Occupational Outlook Handbook □ Explore the “What Can I Do With A Major In…?” site on the Career & Professional Development website	□ Explore your chosen field through O*Net and the Occupational Outlook Handbook □ Research and apply for internships, research opportunities, study abroad, or part-time job opportunities □ Research different graduate/professional schools and programs	□ Research companies and positions of interest and begin applying for positions □ Gather information about job offers □ Complete graduate/professional school applications and prepare for the interview/admissions process
Equity and Inclusion	□ Learn more about study abroad or service trip opportunities □ Attend multicultural programs and celebrations on campus and in the community	□ Learn how to market your international experiences in your professional documents and through networking □ Continue to seek out new multicultural programs and celebrations on campus and in the community	□ Effectively articulate your international experience and how to leverage it in a job search and through networking □ Be able to communicate how you are able to work with diverse populations □ Attend local cultural events to learn more about diverse populations
Leadership	□ Find work, volunteer, or internship opportunities □ Join and participate in student organizations and other co-curricular opportunities □ Manage own emotions and empathically assess those of others	□ Remain active in student organizations and seek out leadership roles □ Seek out volunteer opportunities on campus and in the community □ Be able to articulate leadership skills in interviews, on professional documents, and through networking.	□ Continue to pursue leadership positions in student organizations □ Mentor peers looking to develop their competencies and skills □ Act as a resource to younger interns at your site
 **Professionalism**	□ Attend the Career & Internship Fair and other career events, to learn about careers and employers □ Explore the Handouts & Guides section of the Career & Professional Development website □ Punctually attend courses, meetings, campus appointments, and other activities □ Thoroughly complete all assigned projects for courses and co-curricular activities □ Reflect on personal developmental opportunities and the repercussions of actions	□ Schedule an appointment with a Career Counselor □ Ensure professional documents accurately reflect experiences and skills □ Conduct informational interviewing and job shadowing, and network with professionals in your chosen field □ Immerse yourself in a pre-professional student organization □ Plan, organize, and prioritize coursework, co-curricular projects, and other commitments	□ Learn how to ethically navigate job offers □ Invest in a professional wardrobe, appropriate to your field □ Attend all of the Career & Internship Fairs and other career events that are relevant to you □ Approach professional references asking them to serve as a positive reference while you go through the job search process. □ Request letters of recommendations for job and graduate school applications
Teamwork	□ Pursue work, volunteer, or internship opportunities □ Join and participate in student organizations and other co-curricular opportunities □ Demonstrate ability to adapt to different team structures and manage conflict □ Meet with Career Counselors once per semester	□ Continue to find internship and job opportunities □ Remain active in student organizations and seek out leadership roles □ Connect with faculty and staff throughout campus □ Participate in the TRIPS program or other volunteer opportunities	□ Network with professionals in your field, as well as young professionals in the community
Technology	□ Create Handshake Profile □ Create a LinkedIn Account □ Explore Career & Professional Development Website □ Responsibly use social media accounts □ Learn how to appropriately format a resume □ Talk with a Career Counselor to create a Domain of One’s Own	□ Explore and navigate job and internship sites, including Handshake and LinkedIn □ Update social media accounts to reflect an appropriate and professional image □ Effectively format a resume without the use of a template □ Keep Handshake and LinkedIn profiles up to date □ Connect with SNC Alumni through LinkedIn and social media □ Create an online portfolio of your work (coursework, student organizations, and internship/jobs) to showcase during interviews	□ Actively monitor postings in Handshake and other job sites □ Effectively use LinkedIn and other tools to network with potential employers □ Be able to complete a comprehensive job search online □ Create comprehensive and concise professional documents

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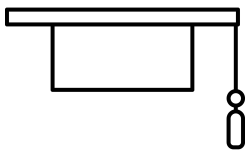
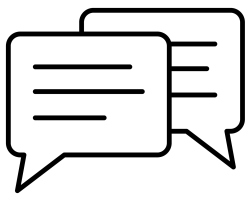
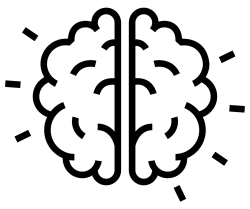
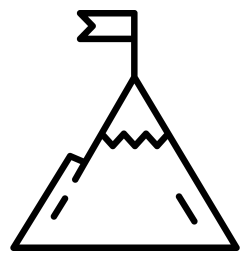
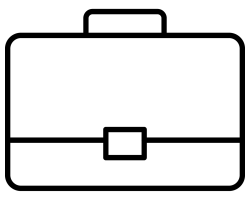
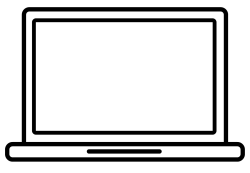
Competencies for Career Readiness Definitions	
 **Career & Self-Development**	Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
 **Communication**	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
 **Critical Thinking**	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
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.
 **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.
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.

Competencies and definitions adapted from the National Association of Colleges and Employer's 2015 Career Readiness Initiative.
Updated in 2021 to include new definitions and icons.