

Recommendations for Career Readiness

Competency	First-Year	Sophomore/Junior	Senior
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Network with professionals in your field, as well as young professionals in the community
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Learn more about study abroad or service trip opportunities Attend multicultural programs and celebrations on campus and in the community 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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

Competencies for Career Readiness Definitions



You are able to exercise sound reasoning to analyze issues, make decisions, and overcome problems. You are able to obtain, interpret, and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness.



You can articulate thoughts and ideas clearly and effectively in written and oral forms to people inside and outside of the organization. You have effective public speaking skills; and you are able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.



You are able to build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. You work well within a team structure, and can negotiate and manage conflict.



You leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. You demonstrate effective adaptability to new and emerging technologies.



You leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. You can assess and manage your emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.



You demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. You demonstrate integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and are able to learn from your mistakes.



You can identify and articulate your skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. You can navigate and explore job options, understand and take the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.



You value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. You demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.