



# FACULTY + CAREER SERVICES = A GREAT PARTNERSHIP



Career Services is excited to partner with you to provide critical professional development tools, strategies and resources.

## SEND STUDENTS TO SEE US IF THEY ARE:

- Exploring interests and potential careers
- Wondering what they can do with their major
- Interested in applying for jobs and internships
- In need of developing interpersonal skills
- Struggling to describe their strengths and skills

## HELP STUDENTS DEVELOP AND PREPARE, OR PROVIDE EXTRA CREDIT:

- Suggest attending special events: **Resume Rx** (walk-in) or **Mock Interview Day** (scheduled).
- Send students to **Walk-In Wednesdays**: 5-10 minute “diagnostic” check-in and next steps.
- Remind students to search and apply for **on-campus employment**.
- Require students **schedule an appointment** for individual assistance.
- Coordinate with us on **a specific assignment**.
- Schedule an **in-class workshop** on networking, interview preparation, a resume/cover letter lab or other internship/career search and professional development topics.

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For the past 6 semesters my students and I have been extraordinarily productive due to the rewarding experience of the On Campus Internship Program. We look forward to it every semester!

- Susan D. Carver, Ph.D., Operation STEM

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I have found career services to be especially helpful to students struggling with where to start in their search for employment.

- Robert Whitbred, Ph.D., Director of School of Communication

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Career Services provides essential support to our scholarship program, and the students in our cohort really appreciate the helpful resources they offer.

- Barbara H. Margolius, Ph.D., Director of Choose Ohio First & Professor of Mathematics

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I often refer my students to the Career Services office. Our liaison provides excellent advice about potential careers, internships and future employment opportunities. Kudos to the entire team!

- Barb Szigeti, MA, Academic Advisor, College of Sciences and Health Professions Advising Center



# CAREER READINESS

Career readiness of college graduates is of critical importance in higher education, in the labor market and in the public arena.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the **National Association of Colleges and Employers (NACE)** has developed a definition and identified competencies associated with career readiness.

The definition and competencies work to help close the gap between higher education and the world of work. They lay the foundation for the work necessary to prep college students for successful entry into the work force.

## COMPETENCIES

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.

**Professionalism/Work Ethic:** 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. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.

**Career Management:** Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency:** Value, respect and learn from diverse cultures, races, ages, genders, sexual orientations and religions. The individual demonstrates openness, inclusiveness, sensitivity, the ability to interact respectfully with all people and understand individuals' differences.



### DEFINITION:

Career readiness is the attainment and demonstration of the requisite competencies that broadly prepare college graduates for the successful transition into the workplace.

# STUDENT



Career  
Services



# MAP

*EVERYONE IS ON A DIFFERENT PATH.*

Wherever you are in the process, Career Services is here to support you to taking the next step – no matter if you are a first or a seventh year student.

## DISCOVER

- Visit Career Services to learn about the department's programs and resources
  - Identify interests, values and skills; learn what you can do with your major
- Complete profile on Hire A Vike; explore job, internship and on-campus employment opportunities
- Schedule an appointment with a Career Specialist

## EXPLORE

- Immerse yourself in your major and explore career paths of interest;
  - Identify organizations in which you can gain experiential learning through Informational Interviews; apply for internships through Hire A Vike
- Develop your elevator pitch; create a resume
- Participate in events like Resume Rx, Mock Interview Day and Career Fairs

## EXPERIENCE

- Be proactive! During fall semester, devote a significant amount of time and energy to identify and apply to internships
- Create a LinkedIn profile and continue conducting Informational Interviews to uncover the hidden job market
- Explore your options and desire to attend graduate or professional school

## REFINE

- Make sure you are on track with Academic Advising; visit Career Services for advice on mapping your strategies to reach your goals after graduation
- Refine your resume with most relevant experience, and update your Hire a Vike and LinkedIn profiles
- Continue to attend professional development events (Mock Interview Day, Resume Rx) and stay in touch with Career Services! Let us know your successes so we can celebrate with you!

### CONNECT WITH US

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