

# BENEDICT COLLEGE



## CAREER READINESS OVERVIEW

## **CAREER READINESS**

Benedict College's Career Pathways Initiative and Service-Learning Program (CPISLP) is committed to ensuring new college graduates receive the skills necessary to be successful in their career pathway of choice. CPISLP provides students with continuous and ongoing personal growth and professional development training access which is strategically centered on career readiness competencies and strategies. Program staff works collaboratively with faculty, staff and a network of collaborators and stakeholders which include the Employer Advisory Board, partners, and the campus and community at large. CPISLP, strategically located in the Benedict College Business Development Center, ensures Benedict College students have access to opportunities which will allow them to possess the requisite skills necessary to successfully transition from their major and program of study to their career field; thus becoming productive members of the workforce.

## **CAREER READINESS COMPETENCIES (NACE)**

The National Association of Colleges and Employers (NACE) developed a definition of Career Readiness through a task force of college career services and HR/staffing professionals. NACE defines career readiness as “the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.” The eight NACE competencies, listed below, illuminate the 21<sup>st</sup> century skills students should possess in order to be career ready.

## **NACE COMPETENCIES**

1. Critical Thinking/Problem Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Digital Technology
5. Leadership
6. Professionalism/Work Ethic
7. Career Management
8. Global/Intercultural Fluency

*(Source: <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined>)*

## BENEDICT COLLEGE ARE YOU CAREER READY?

	<p><b>Critical Thinking/Problem Solving:</b> Exercise sound reasoning to analyze issues, make decisions, and overcome problems.</p> <p><b>What Does It Look Like?</b> The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.</p>
	<p><b>Oral/Written Communications:</b> Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.</p> <p><b>What Does It Look Like?</b> 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.</p>
	<p><b>Teamwork/Collaboration:</b> Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.</p> <p><b>What Does It Look Like?</b> The individual is able to work within a team structure, and can negotiate and manage conflict.</p>
	<p><b>Digital Technology:</b> Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.</p> <p><b>What Does It Look Like?</b> The individual demonstrates effective adaptability to new and emerging technologies.</p>
	<p><b>Leadership:</b> Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.</p> <p><b>What Does It Look Like?</b> 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.</p>
	<p><b>Professionalism/Work Ethic:</b> 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.</p> <p><b>What Does It Look Like?</b> 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.</p>
	<p><b>Career Management:</b> 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.</p> <p><b>What Does It Look Like?</b> 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.</p>
	<p><b>Global/Intercultural Fluency:</b> Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.</p> <p><b>What Does It Look Like?</b> The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.</p>

*Source: Adapted from [www.naceweb.org/career-readiness/competencies/career-readiness-resources](http://www.naceweb.org/career-readiness/competencies/career-readiness-resources).*

# CAREER READINESS STRATEGIES

## Career Development Center

- Comprehensive career environment that centralizes student services, employer services, faculty services, and alumni services as it relates to career exploration and transition.

## Experiential Learning

- Experiential learning opportunities to include service-learning, job-shadowing/externships, internships, study away, study abroad, undergraduate research, and professional development.

## Career Readiness Workshops

- Facilitator-led workshops aligned to student classifications on relevant career related topics for students' professional growth and development.

## Employer Information Sessions (On-Campus Recruiting)

- On-campus sessions where employers make presentations on topics that include the organization's career opportunities, culture, and products or services. Students may have an opportunity to speak with the representatives in small groups or individually before or after the presentation.

## Graduate and Professional School Fair

- Admissions representatives from statewide and national graduate and professional schools disseminate information about their programs, individual program admissions requirements, and what distinguishing factors the school has to offer.

## Annual Career Fair

- Business representatives present current job openings and recruit talent for future careers while students network for current and future internship or career opportunities.

## Alumni Career Day

- Alumni engage with current students through Tiger Talk and the Alumni Showcase

## Career Management System

- Electronic Management of career related engagement for students and employers. Currently utilizing Purple Briefcase.

## Career Assessments

- Implementation of a variety of personal, professional, and career interest inventories used for career mapping and identifying career pathways.

### Senior Career Day

- Focused day of career services specifically for Graduating Seniors.

### Mock Interviews

- Students practice interviewing with business partners who offer feedback and advice

### Career Field Studies

- Students visit off-campus businesses and organizations and graduate schools

### Summer Jobs and Internships Informational Fair

- Students will receive information about applying for summer jobs and internships

## CAREER READINESS WORKSHOPS

TOPIC | DESCRIPTION | COMPETENCY

 <b>Career Exploration</b>	Students will explore different career pathways in order to determine their current or future major or program of study.
 <b>How to Manage Your Finances</b>	Students will learn how to manage their finances in order to fund their post-graduate pursuits.
 <b>Job Search Strategies</b>	Students will learn about cutting edge systems and strategies in order to seek professional career opportunities and internships.
 <b>Global Careers</b>	Students will learn about specific careers and internships outside of the United States in order to successfully navigate requirements needed to work internationally.
   <b>Organizing Your Life</b>	Students will be introduced to organizational strategies such as Mind Mapping in order to strategically organize all aspects of their lives that will lead to more efficient and effective career planning.
  <b>Personal Branding</b>	Students will learn the value and pitfalls of using social media and be introduced to personal branding in order to create a brand that is reflective of what HR Managers are seeking when acquiring talent.
  <b>Career Readiness</b>	Students will learn about the skill sets needed to be career ready in order for graduating students to be competitive in their job search and successful in their careers.
 <b>Elevator Pitch</b>	Students will develop and practice a 30-60 second speech about themselves for networking opportunities in order for prospective employers to gain intended first impressions.
  <b>Interviewing Skills</b>	Students will enhance their interviewing skills by learning how to prepare, what to expect, how to manage anxiety, and how to practice in order to perform effectively in interviews.
  <b>Career Portfolio</b>	Students will learn how to enhance their student profile in Purple Briefcase in order to promote their personal brand, showcase their skills and accomplishments, and stand out from the crowd to make them more marketable and employable.
 <b>BC Leadership</b>	Students will be introduced to relevant leadership principles, assessments, and habits of mind in order to assess their leadership style and fit with their career choice.

 <b>No Fear Networking</b>
Students will learn networking strategies and tips in order to favorably place themselves in position to be recognized and recommended for career transition and advancement.
 <b>Delivering Effective Presentations</b>
Students will learn strategies and tips to help them plan, organize, and deliver effective presentations in order to perform more effectively in interviews.
 <b>What Can I Do With A Major/Degree In...?</b>
This workshop series will provide insight to students into prospective career paths in order for them to make a more informed decision about the major/degree they choose.
 <b>Resume Writing</b>
Students will learn about sections, styles, and formats of a resume in order to promote their personal, professional, and academic accomplishments to pursue jobs careers, externships, and internships.
    <b>Experiential Learning</b>
Students will learn about experiential learning opportunities at Benedict College in order to apply and participate in these opportunities to build upon their career portfolio, network, and gain valuable workforce and service experience.
 <b>Diversity in the Workplace</b>
Students will learn teamwork and teambuilding strategies and how to work within a team structure through interactive strategies in order to build collaborative relationships with colleagues, classmates, and customers representing diverse viewpoints.
 <b>Thinking Your Way to the Top</b>
Students will explore critical thinking and learn how to exercise sound reasoning to analyze issues, make decisions, and overcome problems in order to become an inventive and creative problem solver.
  <b>Business Etiquette</b>
Students will learn the basics of business etiquette and the importance of etiquette as it relates to formal and informal business environments, professional dress, negotiation, and dining in order to gain competitive advantages in business.
 <b>SMART Goal Setting</b>
Students will learn how to create SMART Goals in order to organize and focus their career approach.
 <b>Finish Strong</b>
Students will learn how to appropriately and professionally end experiential learning opportunities or leave employment in order to mitigate negative references and criticism that can and will follow them into future career options.
 <b>Graduate and Professional School Application Process</b>
Students will learn key factors about graduate and professional schools as viable options after graduation, writing a personal statement, and testing in order for students to make informed career decisions about pursuing an advanced degree or certification.



### **Managing Conflict**

Students will learn how to manage conflict and conflict resolution techniques in order to be more productive in team environments and fit into diverse workplace cultures.



### **Career Development Center Overview**

Students will learn about the services and resources available to them at the Career Development Center in order to help plan, organize, and manage their career plan.



### **Right References**

Students will learn the value of choosing appropriate references in order to have positive and beneficial people speaking on their behalf to potential employees.



### **Self-Awareness and Social Media**

Students will learn the value of being self-aware and social media savvy in order to enhance their interpersonal competency and responsibly promote their personal brand on social media.