ARE YOU CAREER READY?

The National Association of Colleges and Employers (NACE) defines career readiness as the demonstration of 8 core competencies that prepare college students for success in the workplace.

CAREER & SELF DEVELOPMENT

- ☐ Meet with a career advisor
- ☐ Take a career assessment in Pathway U
- ☐ Search for a summer internship
- ☐ Attend and interact with employers at one or all campus career fairs
- ☐ Complete a job shadowing experience to explore different professions
- ☐ Join a professional organization
- ☐ Discuss salary and benefits negotiation
- ☐ Explore careers by major, industry and career titles on Candid Career

COMMUNICATION

- ☐ Develop or update your resume
- ☐ Learn to write professional correspondences
- ☐ Conduct an informational interview
- ☐ Attend networking events
- ☐ Practice your skills by completing multiple mock interviews
- ☐ Keep professional documents up to date
- ☐ Create and personalize your elevator pitch

CRITICAL THINKING

- ☐ Explore interests and possible career paths; set career goals
- ☐ Engage in hands-on projects or other opportunities
- ☐ Present a project to a group
- ☐ List projects, presentations, and hands-on experience on your resume

EQUITY & INCLUSION

- ☐ Attend cultural events, educational workshops/programs, professional training, advocacy and outreach offered by the cultural life center
- ☐ Study or intern abroad
- ☐ Keep an open mind to diverse ideas and new ways of thinking
- ☐ Actively contribute to inclusive and equitable practices that influence individual and systemic change
- ☐ Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions

LEADERSHIP

- ☐ Attend a NACE 8 virtual workshop
- ☐ Join a club or organization through the Center for Student Engagement
- ☐ Apply to be a Resident Assistant
- ☐ Add Leadership and Volunteer/Community Service experience to your resume
- ☐ Get engaged with The Center for Civic Leadership
- ☐ Volunteer and participate in community events here in Alfred or at home
- ☐ Engage in civic engagement opportunities within your major and classrooms
- ☐ Join an athletic team
- ☐ Serve in a leadership role with a campus club or organization

ALFRED STATE
Career Development Center

AlfredState.edu/career-development
Student Leadership Center – 404
607-587-4060

PIONEERS

TEAMWORK

- ☐ Join a campus club
- ☐ Complete a community service project through The Center for Civic Leadership
- ☐ Assist with or manage a project or programming event with a group in classes or outside of the classroom.
- ☐ Add teamwork experience and skills to your resume
- ☐ Join a committee
- ☐ Engage in your residence life community

PROFESSIONALISM

- ☐ Attend any of the 6+ career fairs and multiple workshops, In-Person and Virtual Info Sessions offered each semester through the Career Development Center
- ☐ Complete a paid or unpaid internship
- ☐ Attend a conference or take advantage of a professional networking opportunity
- ☐ Visit the Professional Pioneer Place to borrow clothing and accessories for career fairs, class presentations, interviews, and more
- ☐ Learn how to dress for success by accessing the Dress for Success quick reference card on the Career Development website or by stopping into the Career Development Center to pick up a copy

TECHNOLOGY

- ☐ Set up your JobLink profile and get familiar with the services this tool provides
- ☐ Get familiar with the Career Development Center website
- ☐ Create your LinkedIn profile and use Skills First to help you create professional documents
- ☐ Update LinkedIn & other social media accounts
- ☐ Add software skills and/or certifications
- ☐ Familiarize yourself with Candid Career located on the Career Development Center website, this service offers videos on multiple career topics such as; interviewing, networking, salary negotiation, and more

The Career Development Center professionals are here to help - visit us & reach out with any questions!

Maureen Sibble
Director of Career Planning & Development
SibbleM@alfredstate.edu

Valerie Daciw
Senior Career Planning and Development Associate
DaciwVA@alfredstate.edu

@ALFREDSTATECD

AlfredState.edu/career-development