Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. Employers are looking for these competencies in Culverhouse students when recruiting for internships and full-time positions.

Throughout the year, you will have multiple opportunities to earn a stamp in this passport for each of the eight Career Readiness Competencies. “Approved Activities” are listed on the following pages. You only need to complete one activity per competency to receive a stamp. If you receive a stamp for all eight competencies, the Career Center at Culverhouse will have a gift for you.

This passport belongs to:

_____________________________________________________________________

________________________________________  ____________________________
Major                                      Graduation Date
The eight key competencies for a successful career include:

- Leadership
- Oral/Written Communication
- Critical Thinking/Problem Solving
- Career Management
- Digital Technology
- Professionalism/Work Ethic
- Global/Intercultural Fluency
- Teamwork/Collaboration
Leadership

Leverage the strengths of others to achieve common goals. Organize, prioritize, and delegate work effectively. Use interpersonal soft skills to guide, coach, and motivate others.

Approved Activities

☐ Become an officer of a student organization

☐ Participate as a mentee in the Culverhouse Connections Mentoring Program

☐ Attend a Culverhouse Connections Professional Development program on Leadership

#GetHired
culverhouse.ua.edu/career
Articulate thoughts and ideas clearly and effectively to a variety of audiences. Demonstrate public speaking skills as well as a strong knowledge of English grammar.

**Approved Activities**

- Have your resume reviewed by an advisor in the Career Center at Culverhouse
- Schedule an appointment and receive feedback from The Speaking Studio in Reese Phifer Hall
- Attend a Culverhouse Connections Professional Development program on communication

#GetHired
culverhouse.ua.edu/career
Exercise sound reasoning and analytical thinking. Use knowledge, facts, and data to solve problems and make strategic decisions.

**Approved Activities**

- Attend a Culverhouse Connections Professional Development program or financial literacy program during the year

- Track your monthly spending for one month. Pick two discretionary items that you spend money on weekly and multiply the amount you spend per week by 52. For example, if you buy a cup of coffee every weekday for a week at $3/cup, then $15 x 52 = $780 per year on coffee! Bring your findings for both items into a career advisor for approval.

#GetHired

culverhouse.ua.edu/career
Identify and articulate skills, strengths, knowledge, and experiences. Navigate career options, network with professionals across the globe, and pursue opportunities for success.

**Approved Activities**

- Attend the General Interest and Business Career Fair in the fall or spring
- Go on a corporate visit with Culverhouse Connections
- Attend a Culverhouse Connections Professional Development program

#GetHired
culverhouse.ua.edu/career
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.

Approved Activities

☐ Take CS 285 - Microcomputer Applications II

☐ Attend a Culverhouse Connections Handshake workshop

☐ Create an “Allstar” profile on LinkedIn

#GetHired
culverhouse.ua.edu/career
Professionalism/Work Ethic

Demonstrate personal accountability, effective work habits, punctuality, working productively with others, time management, understanding the importance of a professional work image, and demonstrating integrity.

Approved Activities

☐ Complete a mock interview through the Career Center

☐ Have a professional headshot taken at the Career Center at Culverhouse

☐ Attend a Culverhouse Connections Professional Development program

#GetHired
culverhouse.ua.edu/career
Global/Intercultural Fluency

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

Approved Activities

- Attend a Culverhouse Connections Professional Development program focusing on diversity and inclusion
- Attend the Diverse Reverse Career Fair
- Attend a cultural event on campus and take a selfie in front of the sign at the event

#GetHired
culverhouse.ua.edu/career
Teamwork/ Collaboration

Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints; work within a team structure; learn to negotiate/manage conflicts.

Approved Activities

- Attend a Culverhouse Connections Professional Development program
- Attend an event hosted by the Crossroads Community Center
- Become a mentor in your community or through a campus organization

#GetHired
culverhouse.ua.edu/career
Career Action Steps:

Take these steps to begin developing a career action plan:

- Focus on academics and meet with your Academic Advisor
- Meet with a Career Advisor to discuss career options
- Begin to create a professional resume and cover letter and have them reviewed
- Register and complete your profile on Handshake and keep it updated
- Create an “Allstar” profile on LinkedIn
- Enroll in a Career Development Class (HES 250/HES 350)
- Get involved and build your network
- Research industries and occupations of interest
- Conduct an informational interview with an employer
Apply to the Culverhouse Connections Mentoring Program

Become an active member of a student organization and explore leadership opportunities

Meet with the Culverhouse Internship Coordinator

Create and practice your elevator pitch

Practice your interviewing skills with InterviewStream

Obtain an internship or relevant work experience

Attend Career Fairs in the fall and spring

Attend a Culverhouse Connections Corporate Visit

Explore global opportunities

For a more detailed action plan, please visit Culverhouse.ua.edu/career
CAMPUS RESOURCES

Career Center - 3400 Ferguson Center
Career Center at Culverhouse - 249 Bidgood Hall
Speaking Studio - 166 Reese Phifer Hall
Writing Center - 322 Lloyd Hall
Center for Academic Success - 101 Osband Hall
Counseling Center - 1000 South Lawn
Women and Gender Resource Center - South Lawn
Office of Disability Services - 1000 Houser Hall
Veteran Affairs - 3000 Houser Hall
Student Conduct - 173 Burke Hall West
IT Service Desk - 125 Gordon Palmer Hall