Are you Career Ready?
Employers are hiring college students and recent graduates who know how to use their talents, strengths and interests. These students are Career Ready.

How do you become Career Ready?
Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

Critical Thinking/Problem Solving:
Approaches problems with creativity and a ‘can-do’ attitude. Does not give up when faced with a problem; can sort things out logically and creatively. Solutions-focused.

Oral/Written Communications:
Writes, speaks and listens well to others. Possesses public speaking skills; able to clearly express ideas to others; write/edit memos, letters and complex technical reports clearly and effectively.

Teamwork/Collaboration:
Builds collaborative relationships with colleagues and customers representing diverse groups and viewpoints. Able to work within a team structure and negotiate and manage conflict.

Digital Technology:
Leverages existing Technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.

Leadership:
Leverages others’ strengths to achieve common goals. Able to assess and manage one’s emotions and those of others; uses empathetic skills to guide and motivate; organizes, prioritizes and delegates work.

Professionalism/Work Ethic:
Demonstrates personal accountability and effective work habits; punctuality, working with others. Understands the importance of a professional work image and displays integrity and ethical behavior.

Career Management:
Identifies and articulates skills, strengths, knowledge and experiences; navigates and explores career/academic options and pursues these opportunities. Understands how to self-advocate for advancement in the workplace.

Global/Intercultural Fluency:
Values, respects and learns from diverse cultures, races, ages, genders, sexual orientations and religions. Demonstrates the ability to interact respectfully with all people and understands individuals’ differences.

Available Services
Self-Assessments/Career Exploration
Jobs4Gators Online Job Board
Resume / Cover Letter Creation
Interview Preparation
Davies Internship Program
Job Search Strategies
Networking Advice
Business Career Fairs

Contact Us
713-221-5011
cobcareercenter@uhd.edu
www.uhd.edu/cobcareer

Social Media: Marilyn Davies College of Business Career Center
Freshman – *Explore & Connect*

- Take career assessments to explore your personality, interests and values – Focus 2 Career
- Identify career paths & majors
- Connect with the Davies Business Career Center, B104
  - Schedule appointment with a Career Coach
  - Attend one of our events
  - Activate your Jobs4 Gators account
- Create Resume
  - Review Resume Guide on our website
  - Strengthen by adding career activities
  - Upload to Jobs4Gators
- Explore career readiness competencies
  - Identify and enhance needed skills through employment, class projects, and/or community activities
- Join a UHD organization related to your career interest through GatorSync
- Begin developing your UHD network. Reach out to faculty and staff, mentor, study groups, UHD student organizations, and classmates

Sophomore – *Engage & Reflect*

- Consider career avenues. Conduct informational interviews with those working in your field of interest
- Set up appointment with Career Coach to focus skills and career activities based on major
- Visit our website for career activities (volunteer, job shadowing, internships, part-time positions)
- Attend one of our Events
- Deepen your involvement in a club or organization related to your career interest
  - Login to GatorSync to track your progress
- Build skills future employers or graduate admissions committees find valuable – volunteer, plan events, serve on a committee
- Continue to develop your UHD Network
- Study abroad or engage in other off-campus experiences
- Create LinkedIn profile and browse LinkedIn professionals in your field
- Begin to think of yourself as a future professional

Junior – *Plan & Prepare*

- Review academic progress on “My Degree Evaluation”
  - Meet with your Academic Advisor
- Research and review graduate and professional school admissions requirements, if interested
  - Talk to your professors and/or admissions counselor
  - Research requirements
- Research and review entry level job positions and requirements
- Develop industry skills directly related to post-graduate plans (e.g. internship, software, online forums, webinars)
- Advance your leadership skills within your organization related to your career interest or passions (e.g. committee chair, or officer)
- Polish Resume/Cover Letter and CV/Personal Statement
  - Focus on skills, abilities and personal strengths
- Attend our events and workshops. See dates on the MDCOB Career Center LinkedIn or Facebook
- Enhance your LinkedIn profile and network
  - Add LinkedIn UHD MDCOB Alumni and other professional contacts and relevant projects

Senior – *Act & Achieve*

- Complete graduate school application no later than Dec. 1
- Meet with Career Coach to devise and implement job search strategies
- Target companies and research salaries
  - Reach out to individuals in your professional network
- Customize resumes and cover letters to specific job postings to market yourself effectively
- Ask professors, employers and internship supervisors for letters of recommendation
- Practice interviewing
  - Schedule Mock Interview with your career coach for jobs or graduate/professional schools
- Showcase your professionalism online
  - Perform a social media audit
  - Exhibit your professional projects electronically or in a digital portfolio (e.g. LinkedIn, Github, WordPress, YouTube, GatorSync)
  - Upload a professional picture
- Take the lead within your club, organization, or community group (e.g. officer or committee chair)
- Network with an external professional association tied to your career interest (e.g. meeting, committee, mixer)
- Attend at least 1 career fair/networking event
- Update your LinkedIn profile and network