

### 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.



**UHD**  
Marilyn Davies  
College of Business  
Career Center

**Learn. Explore.  
Connect.**

**FRESHMEN & SOPHOMORES**

- Research Careers
- Choose Your Major
- Prepare Your Résumé

**JUNIORS, SENIORS & MBAs**

- Secure Internships
- Develop Interview Skills
- Search for Jobs

**Visit Us:**

- 📍 Room B104
- ✉️ [uhd.edu/COBCareer](http://uhd.edu/COBCareer)
- 🌐 [COBCareerCenter@uhd.edu](mailto:COBCareerCenter@uhd.edu)
- ☎️ 713-221-5011

#### 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

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[www.uhd.edu/cobcareer](http://www.uhd.edu/cobcareer)

Social Media: Marilyn Davies  
College of Business Career  
Center



**4 YEAR CAREER  
PREPARATION CHECKLIST**

**Learn. Explore.  
Connect.**



## **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
- Create, practice and perfect your Elevator Pitch
  - 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