

Career Readiness

Definition of Career Readiness: 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, navigate and explore job options, and take the steps necessary to pursue opportunities, self-advocate for opportunities in the workplace.

Response Options: Please use the same response options for each of these questions, starting with Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

Overarching Question: After participating in...I am better equipped to articulate my skills and strengths related to my career goals.

Detailed Questions: The questions in the table below are separated out by different levels of Bloom's Taxonomy starting with items that are more introductory and moving towards applying ideas or analyzing and synthesizing ideas.

Each item starts the same way: After participating in [event or program here], I am better equipped to...

Know/Comprehend	Apply
<ul style="list-style-type: none">• Identify skills relevant for my career goals• Identify co-curricular opportunities that complement my career interests• Identify effective strategies to find jobs / internships• Identify career competencies sought by employers• List the steps I need to take to achieve my career goals• List my top five strengths• List majors that align with my interests• List careers that align with my interests• Describe my top five strengths in my own words• Articulate my strengths related to my career goals• Articulate my skills related to my career goals• Articulate how my education connects to my career goals• Articulate my experiences• Articulate how my current or previous experiences have prepared me for my career• Articulate relevant experiences in a resume• Articulate my interests related to my career goals• Articulate the experiences needed for a desired career path• Give an example of how I have used a career readiness competency• Communicate the value of my prior experiences	<ul style="list-style-type: none">• Seek feedback on my performance• Use feedback on my performance to improve and grow• Connect my experiences to employer's needs• Communicate the value of my prior experiences as they relate to my career goals• Utilize resources on campus to find and obtain jobs• Describe how I can apply my strengths to achieve my career goals• Describe how I can apply my strengths to achieve my career goals

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Career Readiness Rubric: 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, navigate and explore job options, and take the steps necessary to pursue opportunities, self-advocate for opportunities in the workplace.

	Beginning	Developing	Competent	Advanced
Skills, knowledge, and experiences	Has not yet clearly identified and articulated their skills, strengths, knowledge and experiences as they relate to career goals	Starting to identify and articulate their skills, strengths, knowledge and experiences as they relate to career goals; needs support/guidance to do so. Is not yet able to translate past experiences to employer needs	Can clearly identify and articulate their skills, strengths, knowledge and experiences as they relate to career goals via both written and verbal forms of communication. Clearly translates past experiences to employer needs	Can clearly identify and articulate their skills, strengths, knowledge and experiences as they relate to career goals via both written and verbal forms of communication. Clearly translates past experiences to employer needs and supports others in doing the same
Growth areas	Is unaware of areas of growth with regard to their career goals; does not have a plan to develop in these areas	Starting to identify areas of growth with regard to their career goals, but does not have a plan to develop these areas, or engage in experiences to so; needs support for these pieces	Can identify areas of growth with regard to their career goals, has a plan to develop these areas, and actively engages in experiences to foster growth	Supports their peers in identifying areas of growth with regard to their career goals, in planning to develop these areas, and in engaging in experiences to foster growth
Pursue opportunities	Is unaware of resources available to explore job options. Is not aware of how their curricular and co-curricular engagement works towards their career goals	Knows resources available to explore job options, but does not pursue opportunities. Needs encouragement and support to do so	Knows the resources available to navigate and explore job options. Takes steps to pursue relevant curricular and co-curricular opportunities	Supports peers in identifying resources available to navigate and explore job options and take steps to pursue relevant curricular and co-curricular opportunities
Career Management	Has not developed a resume or cover letter; has not begun networking for job searching; and cannot clearly convey how their experiences translate to their chosen profession	Can produce artifacts to pursue their career goals such as a resume and cover letter. Has not sought feedback on these items; is beginning to develop a network for job searching; and can convey how their experiences translate to their chosen profession	Can produce artifacts to pursue their career goals such as a resume, cover letter. Has sought and implemented feedback on these items; is cultivating a network for job searching; and can successfully convey how their experiences translate to their chosen profession	Supports their peers to create quality artifacts to pursue their career goals such as a resume and cover letter. Provides feedback on these items, guidance on networking, and coaching on how experiences translate to chosen professions