THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

CAREER SUCCESS

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Skill Development

Are You Career Ready?

To be "career ready", you need to develop the professional competencies that are integral to a successful transition to the workplace. The competencies, which are described below, are developed through a tiered process that involves exposure, engagement, and mastery. Review this tip sheet to 1) increase your awareness of the career readiness competencies (CRCs), and 2) determine how far along you are in the development of each competency. While there are numerous opportunities at Ohio State to develop these skills, you may have questions about how to promote your CRCs on your resume and during interviews. Log into Handshake to schedule an appointment with a Career Coach, who can help you evaluate how your experiences have contributed to your CRCs, suggest how to document your CRCs on your resume, and role play responses to interview questions that employers often ask college students. If you are currently working in a role that is closely supervised, consider asking your supervisor for performance feedback in relation to the CRCs.

Applicable Career Communities:

Oral and Written Communications

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of an organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit professional emails and complex technical reports clearly and effectively.

WAYS TO DEVELOP THIS COMPETENCY:

• Take a course on public speaking, business writing, or any course focused on communication skills.

• Consider blogging or creating a podcast addressing a topic you are passionate about.

• Join a student organization and volunteer to create and edit reports for the group.

• Participate in Interview with a Buckeye to practice talking about yourself using self-promotion tactics. These mock interviews are conducted by Ohio State alumni.

• Take at least two writing intensive courses and work with the Writing Center staff to address writing issues noted by your instructors.

• Join Toastmasters International, an organization devoted to increasing the public speaking skills of its membership. (Information about Ohio State's Toastmasters club is found here.)

• Apply to work as a tour guide for Undergraduate Admissions.

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Teamwork and Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

WAYS TO DEVELOP THIS COMPETENCY:

• Collaborate with others on a class project that requires shared responsibility. Talk through any differences of opinion.

• Create your own team by forming a study group with peers.

• Handle difficult conversations in person, showing respect for other(s).

• Seek out team-based volunteer opportunities like Habitat for Humanity. A good starting point to find such opportunities is Buck-I-SERV. (https://buckiserv.osu.edu/)

• Join a student organization that utilizes committees; volunteer to serve on one of the committees.

• Any student group/team/organization can do one of the teambuilding programs offered by Ohio State's Outdoor Adventure Center. Consider signing your group up! (https://recsports.osu.edu/outdoor-recreation/outdoor-leadership-and-teambuilding.

Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

WAYS TO DEVELOP THIS COMPETENCY:

• Take on a leadership role in a group. Request feedback from the members on your leadership skills.

• Observe the leadership styles of supervisors at your internship site and/or place of employment.

• Consider volunteering to serve on a student advisory council.

• Enroll in an undergraduate leadership course. (https://ehe.osu.edu/educational-studies/hesa/leadership-courses).

• If you are connected with a mentor, learn about their leadership style.

• Leadership can be demonstrated in many ways, through both informal and formal roles. If you ever stepped up to provide leadership, consider highlighting that experience when communicating with employers.

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Critical Thinking and Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

WAYS TO DEVELOP THIS COMPETENCY:

• Develop an action plan with specific steps to solve a problem.

• Offer to assist a work site supervisor with brainstorming solutions to a problem.

• Be a volunteer tutor, assisting peers or K-12 students in the community with various academic subjects.

• Consider helping a faculty member with a research project. Learn about projects via OSU's Office of Undergraduate Research & Creative Inquiry. (https://ugresearch.osu.edu/)

• Join a student organization that is focused on addressing a problem that you feel passionate about.

• Consider working in a role that focuses on addressing operational issues (e.g., front desk assistant in a residence hall).

Professionalism and Productivity

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time/workload management. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

WAYS TO DEVELOP THIS COMPETENCY:

• Review tutorials on writing with a professional tone, and then practice professionalism in your emails to faculty.

• Use a calendar to prioritize work/assignments and meet deadlines.

• Evaluate your social media through the eyes of an employer and determine appropriateness.

• If you have the opportunity to attend a dining etiquette event, consider yourself lucky!

• Ask a supervisor or mentor to provide you with feedback on how you could be more professional and/or productive.

Digital Technology

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.

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• Access thousands of online courses and training videos through Lynda.com. On-demand access to Lynda.com is now available through the Columbus Metropolitan Library.

• Engage with the resources available through the Digital Union. How can you use their resources to complete course projects? If you are a leader of a student organization, consider setting up a video conferencing meeting for your members-especially if a large percentage of your organization lives off campus.

• Maintain social media pages for a student organization or small business owner.

• Create and write a blog while studying abroad, doing ongoing volunteer work, etc.

Global/Intercultural Competency

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

WAYS TO DEVELOP THIS COMPETENCY:

• Attend events sponsored by Ohio State's Multicultural Center or Center for Languages, Literatures, & Cultures. (http://mcc.osu.edu/ and https://cllc.osu.edu/)

• Attend a religious service with a friend whose faith differs from yours.

• Major in a world language

• Volunteer at an off-campus organization that focuses on assisting people from other countries.

• Attend events hosted by Global Engagement, a unit within Ohio State's Office of International Affairs. Their programs provide opportunities for international and domestic students to experience our diverse campus culture. (https://oia.osu.edu/global-engagement.html)

• Consider participating in the English Conversation Program, a group-based, semester long program for American and international students that is managed by Ohio State's Office of International Affairs. (https://oia.osu.edu/global-engagement/programs/english-conversation-program.html)

Career Management

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. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

WAYS TO DEVELOP THIS COMPETENCY:

• Review the resume tip sheets published by Career Success. Update your resume to reflect the resume writing guidelines illustrated on the sample resumes. Have your resume reviewed by the Center for Career and Professional Success.

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• Review job and internship postings in Handshake to compare how your skills compare to the skills for which employers are recruiting.

• Meet with a Career Coach to explore options in the Career Communities that interest you and to develop an action plan for strengthening your resume in relation to your career goals.

• Participate in a mock interview to learn about the questions employers often ask when recruiting on college campuses. You can obtain a mock interview during the Interview with a Buckeye event held each semester. Career Counseling & Support Services (ccss.osu.edu) provides mock interviews on a weekly basis.

• Track the events hosted by Career Success here; there are many opportunities each semester to obtain advice from alumni, recruiters, and the Career Success staff.

• Take a couple of weeks to work through Buckeye OnPACE, self-guided career modules that can assist you in learning more about yourself and preparing to enter the workforce (onpace.osu.edu).

Now that you have a better understanding of the skills needed to be "career ready", an essential next step is to determine how far along you are in the development of each competency with respect to the exposure-engagement-mastery continuum. Each competency is developed through a process that begins with exposure and ends with mastery. The following definitions and example apply to the development of the Leadership and Global/Intercultural Competency CRCs.

EXPOSURE: involves learning about how to perform a skill through readings, lecture, viewing videos, etc.

ENGAGEMENT: applying the information gained during the exposure phase; practicing the skill

MASTERY: obtaining feedback on how well you applied the skill; having the opportunity to apply the skill again to test out how well you are improving in performing the skill

EXPOSURE: hearing a CEO talk on campus about her success in enhancing diversity within her company

ENGAGEMENT: applying a course reading on enhancing diversity in corporate America to a class discussion on promoting diversity within student organizations

MASTERY: applying ideas from the class discussion while consulting with a student organization; obtaining feedback from the organization's president and faculty advisor on the effectiveness of the diversity plan

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Use the table below to raise your awareness of the skills you currently possess and to identify skills to enhance over the next 12-24 months. Taking this step will provide you with the information needed to 1) describe your qualifications using terminology commonly used by employment recruiters and hiring managers, 2) set goals for enhancing your skills, and 3) prepare for interview questions that are directed at helping the employer rate your competencies against the skills possessed by other candidates. Please note that employers do not expect college students to have obtained mastery for all of the CRCs.

Competency	Current Level of Development	Ideas for Further Skill Development
Oral & Written Communication	Exposure Engagement Mastery	
Teamwork & Collaboration	Exposure Engagement Mastery	
Leadership	Exposure Engagement Mastery	
Critical Thinking & Problem Solving	Exposure Engagement Mastery	
Professionalism & Productivity	Exposure Engagement Mastery	
Digital Technology	Exposure Engagement Mastery	
Global/Intercultural Competency	Exposure Engagement Mastery	

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