THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

CAREER SUCCESS
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Skills Development

Are You Career Ready?

To be "career ready", you need to develop the professional competencies that are integral to a successful transition into the workplace. The competencies, which are described below, are developed through a tiered process that involves exposure, engagement, and mastery. Take this self-assessment to 1) increase your awareness of the career readiness skills, and 2) determine how far along you are in the development of each competency.

ORAL AND WRITTEN COMMUNICATIONS

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the 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 other 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.
- Sign up for a mock interview to practice talking about yourself using self-promotion tactics.
- Take at least two writing intensive courses and work with the Writing Center staff to address writing issues noted by your instructors.
- Join Toastmasters, a group devoted to increasing the public speaking skills of its membership.
- Apply to work as a tour guide for Undergraduate Admissions.

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 empathetics skills to guide and motivate; and organize, prioritzie, 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.

Remember, leadership can be demonstrated in many ways, both through more informal roles, as well as formal ones.

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.
- Join a student organization that is focused on addressing a problem that you feel passionate about.
- Track the information published by Ohio State's Discovery Themes programs (https://discovery.osu.edu/).

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 prioritze 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.

WAYS TO DEVELOP THIS COMPETENCY:
- Access thousands of online courses and traning videos through Lynda.com training library. OSU provides all students, faculty, and staff with access to lynda.com, an online subscription library that teaches the latest software, creative, and business skills.
- 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.

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:
- 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).
- Review the resume samples published by asc-careersuccess.osu.edu 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.
- Review job and internship postings in FutureLink to compare how your skills compare to the skills for which employers are recruiting.
- Participate in a mock interview to learn about the questions employers often ask when recruiting on college campuses.

GLOBAL/INTERCULTURAL FLUENCY

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.
- Attend a religious service with a friend whose faith differs from yours.
- Volunteer at an off-campus organization that focuses on assisting people from other countries.
- Attend programs hosted by Global Engagement, a unit within Ohio State's Office of International Affairs, that provides opportunities for international and domestic students to experience our diverse campus culture.
- If you're more comfortable with one-on-one interactions, consider participating in the English Conversation Program, https://oia.osu.edu/workshops-and-events/english-converstaion-program.html.

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. Consider the following definitions and example from a leadership development process.

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 discusson 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

Use the table on the following page 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 that is 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.

Competency	Current Level of Development	Ideas for Further Skill Development
Oral & Written Communications	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	
Career Management	Exposure Engagement Mastery	
Global/Intercultural Fluency	Exposure Engagement Mastery	