STEPS TO CAREER SUCCESS

CAREER & ACADEMIC PLANNING

Career Readiness Competencies Key

- Career Management
- Leadership
- Critical Thinking/Problem Solving
- Oral/Written Communication
- Digital Technology
- Professionalism
- Global/Intercultural Fluency
- Teamwork/Collaboration
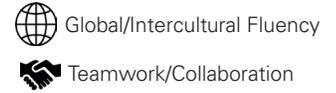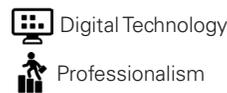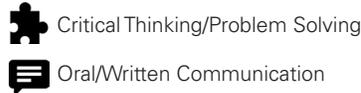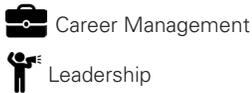
First Year

Explore Majors & Careers

1. Enroll in UNST 102 to determine interests, values and personality style to pick a major that best fits you

2. Review Major Snapshots and the Career Guide to JMU Majors to explore all your options

3. Meet with a CAP academic advisor to discuss a major that best fits you

4. Work with your academic advisor to plan a schedule that will fit your academic goals

Get Involved

1. Attend Student Org Night and join a club/org

2. Participate in Res Life Programs, Passport events, and campus multicultural events

3. Volunteer on or off campus

4. Ask about research opportunities with professors (check department websites for specific research opportunities)

Second Year

Confirm Majors & Explore Careers

1. Work with your advisor on declaring your major by the 3rd week of your 3rd semester

2. Speak with people in the fields of interest to learn about options

3. Use FOCUS to learn about yourself through self-assessments

4. Explore the Career Guide to JMU Majors to confirm your major or explore career options

Stay Involved

1. Join a professional organization related to major/career

2. Become a leader in a JMU student organization

3. Attend and participate in campus conferences and workshops

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Third Year

Connect with Employers

1. Review organization/company websites and information

2. Familiarize yourself with industry news and trends using OOH and Vault

3. Attend Career Fair and employer information sessions on campus

4. Connect on LinkedIn and follow potential employers' social media accounts

Research Grad Schools

1. Search for programs using Graduate School search engines

2. Review CAP's Graduate School information on the CAP website

3. Study for applicable entrance exams and take practice tests

4. Talk to current graduate students, professors, and CAP staff about graduate school

5. Attend Graduate & Professional School Fair

Fourth Year

Develop a Job Search Strategy

1. Participate in Career Fair and other CAP events

2. Search for positions and apply for On-Campus Interviews using Handshake

3. Revise and strengthen your LinkedIn profile

4. Learn how to manage your professional image

Complete Graduate School Preparation

1. Take any applicable entrance exams

2. Ask for letters of recommendation from faculty/supervisors; be mindful of deadlines

3. Request transcripts from JMU

4. Have admissions essays and/or personal statement reviewed by advisor in CAP and JMU's University Writing Center

5. Investigate financial assistance like assistantships, fellowships, loans, and scholarship

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Links to all these resources can be found at jmu.edu/cap/careerready

Gain Experience

1. Attend CAP events and workshops of interest to you

2. Develop your skills using Microsoft Office and other software needed for your field

3. Create a resume and make an appointment with a career counselor to review

4. Ask your network about part time/summer job leads

5. Shadow professionals in a field of interest to you

Gain Experience

1. Update your profile information in Handshake and upload your resume to apply for internships/externships

2. Update resume and get resume help at CAP resume reviews, resume workshops or an appointment with a CAP advisor

3. Create a LinkedIn profile and make an appointment with a career counselor to review

4. Participate in study abroad and/or community service learning experiences

Increase Involvement and Experience

1. Complete an internship, externship, or related part-time job

2. Conduct informational interviews with potential employers, faculty/staff, alumni, and/or others

3. Pursue leadership roles related to your major or intended career

4. Join a professional organization related to your interests

5. Develop your online portfolio and get a professional headshot at DigiComm

Leverage Your Involvement and Experience

1. Practice your interviewing skills using InterviewStream

2. Have resumes, cover letters, and LinkedIn reviewed by CAP staff

3. Ask for professional references from faculty/supervisors and give them a copy of your resume

4. Continue building relationships and network in person and online

Every Year

1. Update Handshake Profile

2. Use GPA Calculator to set goals

3. Work with an advisor to discuss career and academic goals

NACE Career Readiness Competencies

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.

Critical Thinking/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 demostrate originality and inventiveness.

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.

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 individuals' differences.

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.

Oral/Written Communication
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 memos, letters, and complex technical reports clearly and effectively.

Professionalism
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communica-tion on professional work image. 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.

Teamwork/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.

Career Readiness Competencies identified and defined by the National Association of Colleges and Employers