

HOW TO BECOME CAREER READY

A BERRY COLLEGE STUDENT'S GUIDE TO PERSONAL & PROFESSIONAL DEVELOPMENT

*Developing these **eight career-readiness competencies** in our students is a shared commitment among the Berry community that amplifies learning and sets our graduates apart.*

CRITICAL THINKING/PROBLEM SOLVING



Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Develop this skill:

- ◆ Ask your LifeWorks supervisor how you can assist with a work problem they need help solving.
- ◆ Ask your academic advisor about courses or research projects that will help you develop your critical thinking and problem-solving skills.
- ◆ Research a topic you're interested in and write a paper or presentation arguing opposite points of view.
- ◆ [▶ LinkedIn Learning](#) [Click here to explore custom LinkedIn Learning content.](#)

VERBAL/WRITTEN COMMUNICATION

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.

Develop this skill:

- ◆ Ask your supervisor and professors for specific feedback on some ways you can improve your written and verbal communication skills.
- ◆ Take a writing-intensive course and/or take a paper into the Writing Center for review.
- ◆ Practice a mock interview and update your resume with your Career Consultant (schedule via Handshake).
- ◆ [▶ LinkedIn Learning](#) [Click here to explore custom LinkedIn Learning content.](#)



TEAMWORK/COLLABORATION



Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Develop this skill:

- ◆ Ask your supervisor how you can help plan or lead team building opportunities at work.
- ◆ Volunteer for a meaningful role on a group project (e.g., at work, in class, or on your athletic team).
- ◆ Take a personality assessment and discuss your results with your supervisor, colleagues or coach. Ask how you can meaningfully contribute and improve team dynamics (e.g., PathwayU or 16 Personalities).
- ◆ [▶ LinkedIn Learning](#) [Click here to explore custom LinkedIn Learning content.](#)

LEADERSHIP



Recognize and capitalize on personal and team strengths to achieve organizational goals.

Develop this skill:

- ◆ Ask your supervisor about opportunities to gain experience leading people and projects in your department or on your student work team.
- ◆ Explore leadership positions in student organizations and athletic teams.
- ◆ Attend Berry Center for Integrity in Leadership (BCIL) programs: leadership lectures, courses, workshops, mentoring programs, etc.
- ◆  [Click here to explore custom LinkedIn Learning content.](#)

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.

Develop this skill:

- ◆ Discuss current workplace challenges with supervisor and explore technological solutions to creatively solve those problems.
- ◆ Ask your academic advisor about taking a technology-oriented course (e.g. software, data analytics, creative technology, coding, etc.)
- ◆ Pursue technological certifications through LinkedIn Learning (e.g., Excel, SQL, Power BI, etc.)
- ◆  [Click here to explore custom LinkedIn Learning content.](#)



PROFESSIONALISM/WORK ETHIC

Knowing work environments differ greatly, understanding and demonstrating effective work habits, and acting in the interest of the larger community and workplace.

Develop this skill:

- ◆ Ask your LifeWorks supervisor for feedback on how you can continue to grow as a young professional and advance in your current role.
- ◆ Set goals that aim to create positive habits around punctuality, productivity and professional work attire.
- ◆ Develop your work ethic by creating a “productivity plan” for your LifeWorks job, writing a list of ongoing projects to ensure productivity during slow times at work.
- ◆  [Click here to explore custom LinkedIn Learning content.](#)



EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures.

Develop this skill:

- ◆ Talk with your supervisor about how you can help to create a more inclusive work environment in your LifeWorks team or department.
- ◆ Pursue academic experiences and/or courses designed to expand your understanding of different cultures and belief systems (e.g. study abroad, CE credits, survey courses).
- ◆ Visit Berry’s Intercultural Center and attend programs hosted by the Office of Diversity and Inclusion.
- ◆  [Click here to explore custom LinkedIn Learning content.](#)



SELF & CAREER DEVELOPMENT

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.

Develop this skill:

- ◆ Explore potential careers of interest through LifeWorks jobs and/or internships.
- ◆ Make an appointment with your Career Consultant (via Handshake) to discuss your life and career goals.
- ◆ Take a personal or professional development course (e.g., BCC 150).
- ◆ Activate your Handshake account and follow @CPPD on Instagram.
- ◆ Update your resume and LinkedIn profile after every semester.
- ◆  [Click here to explore custom LinkedIn Learning content.](#)

