



# **Advisor Training**

## **Career Center - Fall 2017**



# The Future

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Average #  
of 15 jobs  
in a  
lifetime



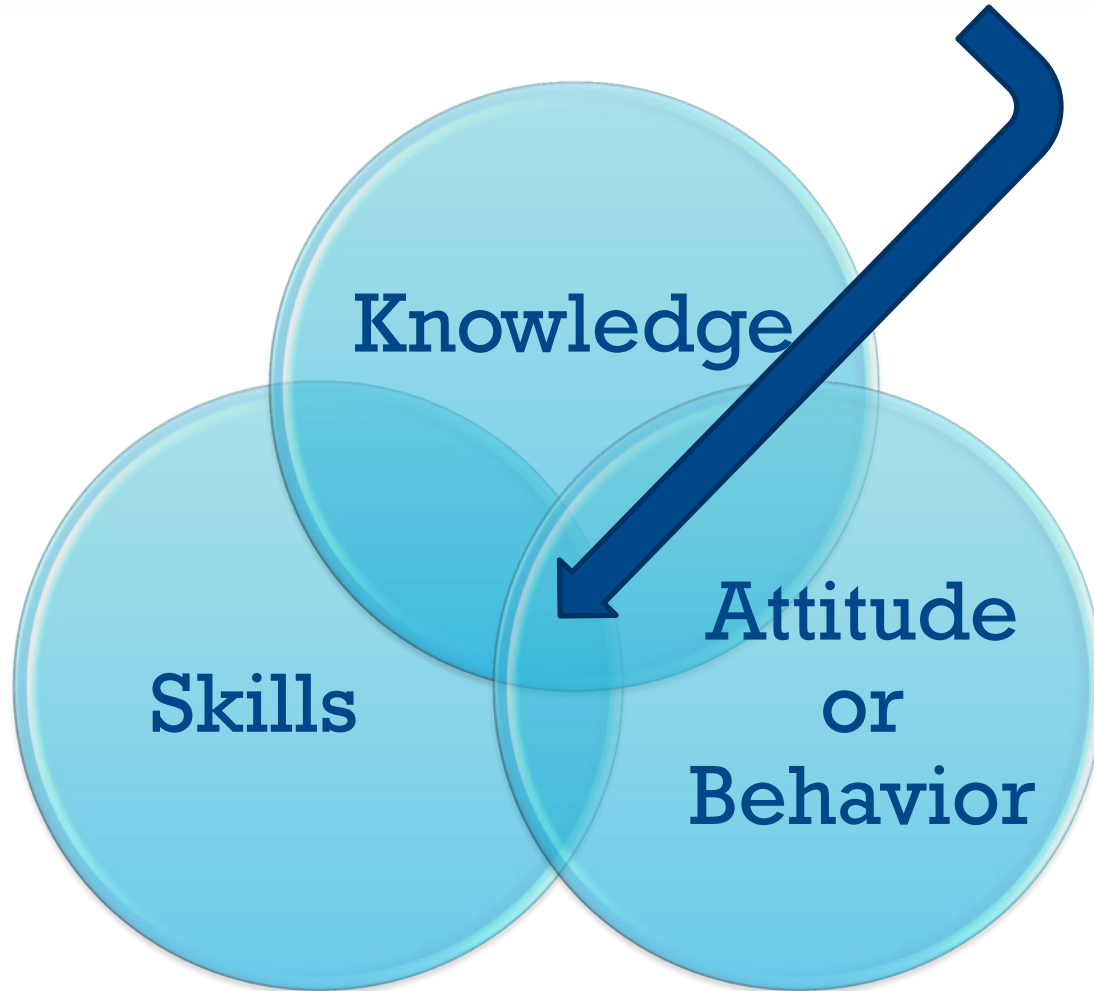
20%  
chance of  
relocating  
for a job



1 in 4 will  
work on  
time-based  
contracts

# What are Competencies

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# What does it mean to be SYCAMORE CAREER READY?



Career readiness of college graduates is of critical importance at Indiana State University, in the labor market, and in the public arena. ISU has made a commitment to developing core career competencies that will help our graduates be successful through the job search process and in the workplace. Through the academic curriculum, extra-curricular offerings, and experiential learning, ISU students will develop and improve these competencies so they are competitive in any job market.

**CAREER READINESS:** the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

## COMPETENCIES



**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 demonstrate originality and inventiveness.



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



**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.



**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.



**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.



**Professionalism/Work Ethic:** 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 communication 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.



**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.



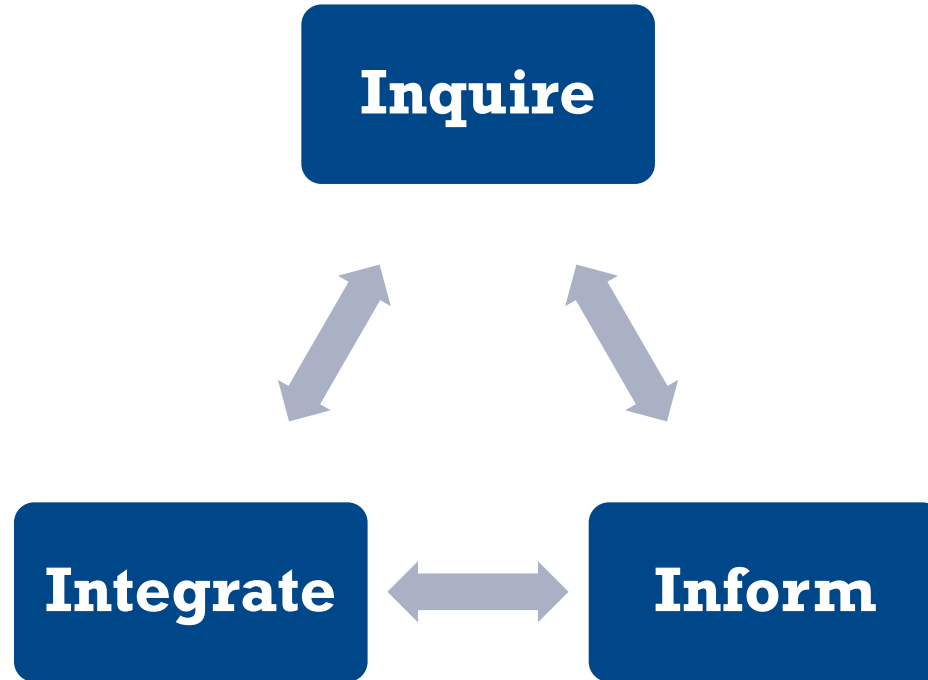
**Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Career Center  
INDIANA STATE UNIVERSITY

In partnership with the  
National Association of Colleges  
and Employers (NACE).

# 3 I's

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# Potential Questions

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- As a child, what did you want to be when you grew up?
- What would you do if you knew you would not fail?
- If you never had to work at all, how would you spend your time?

# Combining Forces

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- What Can I Do With That Major?
- Talk about Professional Development Opportunities:
  - Internships
  - Volunteering
  - Getting Involved/Leadership on Campus
  - How they all correlate to a holistic graduate

# Overview of Services

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- MyPlan
  - Soon to Come Focus 2
- Career Fairs
- On-Campus Interviews
- Workshops
- Etiquette Dinners & Networking Opportunities
- Mock Interviews
- Job & Internship Search Assistance
- Graduate & Professional School Assistance
- Document Review (Resumes, Cover Letters, etc.)
- Sycamore Career Link



# Important Dates

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- **Fall 2017 Career Fair**  
September 20<sup>th</sup> - 10 AM - 2 PM @ Hulman Center
- **Build Your Future Day**  
September 27<sup>th</sup> - 10 AM - 2 PM @ HMSU
- **Workshop Wednesdays**