

LEVEL

1

CAREER READINESS CHECKLIST: *EXPLORE*

Fill out the checklist below as you explore your knowledge and skills on career readiness. When all checkboxes have been marked, you have completed Level 1: Explore! Way to go! Make sure to check out Argo2Pro on uwf.edu/argo2pro for Career Readiness Guide Level 2: Experience.

Critical Thinking

- Describe and define your ideal job.
- Identify your transferable skills.
- Participate in first-year programs.

Communication

- Begin thinking about the necessary skills for your field.
- Identify who you can add to your network as you begin exploring.

Teamwork

- Identify service organizations to become active with.
- Take the lead on class projects.

Technology

- Analyze and develop your social media presence:
 - Clean up social media pages; update your privacy settings.
 - Set up a LinkedIn account to begin developing your professional image and connections.
 - Have a professional headshot taken by CDCE to include on social media.
- Complete your Handshake profile.

Leadership

- Research and join student organizations that relate to your interests via ArgoPulse. Visit uwf.edu/argopulse to learn more.
- Attend an involvement fair on campus to explore student organizations that may fit with your career goals.

Professionalism

- Volunteer to help you learn more about your interests.
- Explore options for potential Experiential Learning opportunities such as job shadowing, internships, and/or co-ops.

Career and Self Development

- Meet with your Career Coach to explore the various majors and career fields available to you.
- Visit uwf.edu/focus2career to access Focus 2 Career and complete a career assessment.
- Identify potential employers and job titles in your field of interest.
- Develop a professional resume and visit CDCE for a review.

Global Learning

- Attend workshops about global learning and further enhance your UWF experience.
- Join a culture-based student organization.

GREAT JOB, ARGO! NOW LET'S HEAD ON OVER TO LEVEL 2: EXPERIENCE

LEVEL

1

LEVEL

2

LEVEL

3