

LEVEL 3

CAREER READINESS CHECKLIST: *EXCEL*

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 3: Excel! Way to go! Make sure to check out Argo2Pro on uwf.edu/argo2pro for Career Readiness Guide Level 1, 2, and Alumni.

Critical Thinking

- Visit CDCE to learn about effective job search techniques and strategies.
- Identify your employable skills and market them.
- Review school websites to ensure you meet required application deadlines to apply to Graduate Schools.

Communication

- Confirm at least 3 individuals willing to serve as your professional references during your job search.
- Finalize your one-minute commercial.
- Hold an internship, leadership role, or participate in an organization where primary responsibilities require professional writing skills.

Teamwork

- Capitalize on collaborative opportunities in class or work.
- Serve as a mentor or trainer to a new coworker or classmate.

Technology

- Continue to monitor and increase your social media presence:
 - Expand your network by increasing the number of LinkedIn Connections you have to at least 200 people.
 - Use Handshake to assist in your job search by viewing upcoming career events, connecting with employers, and searching for posted positions.
- Utilize Portfolium to earn and display Argo2Pro badges.

Leadership

- Showcase your work with an ePortfolio containing leadership experiences and skills gained.

- Submit a High Impact Practice (HIP) project focused on leadership for the HIP showcase.
- Gain experience that will enhance your leadership and transferable skills by working on campus or completing an internship.

Professionalism

- Participate in an additional Experiential Learning opportunity such as an internship or co-op experience.
- Join professional organizations in your career field.
- Request a professional evaluation from a supervisor that explicitly outlines your professionalism/work ethic.

Career and Self Development

- Showcase your work with an ePortfolio containing elements relevant to your desired industry.
- Research information on potential employers, positions, and competitive salary ranges.
- Finalize your resumes and cover letters for professional positions and **submit them for review with CDCE.**
- Attend career events hosted by CDCE.
- Develop your “10-year” plan.
- Continue to hone your interview skills and prepare for them by creating an interview checklist, obtaining resources, reviewing typical questions and participating in mock interviews.

Global Learning

- Develop a one-page reflection on what you learned attending global or cultural events or High Impact Practices (HIP).
- Participate in a research project highlighting global/intercultural skills.



**CHECK OUT
OUR GUIDE
FOR ALUMNI!**