



Career Readiness Resources




Proof of Purchase: Career Readiness





Courtesy of Purchase College – SUNY

PROOF OF PURCHASE: ARE YOU CAREER READY?

Employers today are looking for graduates to be “career ready” meaning they know what they want and how to apply their skills talents and interests to the current job market. The National Association of Colleges and Employers (NACE) has identified seven key competencies for graduates described below. Throughout your college experience, you will develop important skills in key areas that can prepare you for transition to the professional world.

What will YOUR Proof of Purchase be?

	<p>ORAL/Written COMMUNICATIONS: <i>The ability to articulate thoughts and ideas clearly in written and oral forms to persons inside and outside the organization.</i></p>		
	<p>YOU KNOW HOW TO:</p> <p>Use public speaking skills, express your ideas; write/edit memos, letters.</p>	<p>DEMONSTRATED BY:</p> <p>Writing clear and concise documents, easy to follow presentation, present ideas in a well thought out manner.</p>	<p>YOUR PROOF OF PURCHASE</p>
	<p>TEAMMWORK/COLLABOATION: <i>Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, gender, religions. Learn lifestyles and viewpoints.</i></p>		
	<p>YOU KNOW HOW TO:</p> <p>Work within a team structure, negotiate and manage conflict</p>	<p>DEMONSTRATED BY:</p> <p>Collaborating with others on team projects, and sharpened skills in group facilitation and leadership</p>	<p>YOUR PROOF OF PURCHASE</p>
	<p>CRITICAL THINKING / PROBLEM SOLVING: <i>Exercise sound reasoning to analyze issues, make decisions, and overcome problems.</i></p>		
	<p>YOU KNOW HOW TO:</p> <p>Obtain, interpret, and use knowledge, facts, and data in this process, and demonstrate originality and inventiveness.</p>	<p>DEMONSTRATED BY:</p> <p>Produce thorough and accurate reports on a weekly basis. Plan events with deadlines to meet within a pre-determined budget.</p>	<p>YOUR PROOF OF PURCHASE</p>

	PROFESSIONALISM/WORK ETHIC: <i>Demonstration of personal accountability and effective work habits, e.g. punctuality, working productively with others, time workload management.</i>		
	YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE
	Demonstrate integrity and ethical behavior, act responsibly with the interest of the large community in mind and are able to learn from mistakes.	Participating in regular staff meetings. Contributing efforts in a constructive manner. Show initiative and follow through on tasks.	
	LEADERSHIP: <i>Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.</i>		
	YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE
	Use empathic skills to guide and motivate others; and organize prioritize, and delegate work; understand the “big picture”.	Manage volunteers for a fundraising event, by delegating relevant tasks to volunteers that result in a smoothly running event.	
	INFORMATION TECHNOLOGY APPLICATION: <i>Select and use appropriate technology to accomplish a given task.</i>		
	YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE
	Apply computing and technical skills to solve problems. Use technology to accomplish a given task.	Using design software such as Photoshop and InDesign, to create promotional flyers and brochures, use Excel to track budget expenses.	
	CAREER MANAGEMENT: <i>Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas of professional growth.</i>		
	YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE
	Navigate and explore job options that relate to his/ her skills and goals, take the steps necessary to pursue opportunities, and understand how to self-promote in the workplace.	Attending networking events, approach others to identify a particular position of interest and conduct a follow-up information interview.	