Career Readiness Resources

Are You Career Ready? Final Checklist

Courtesy of Ohio State University – Student-Athlete Support Services Office
### Leadership
- Manage projects from beginning to end.
- Define and clarify roles, objectives, and processes.
- Coach others on performance improvement.
- Understand how to motivate others and delegate responsibilities.

### Critical Thinking
- Identify relevant information and analyze data.
- Restrain emotions during analysis.
- Collaborate to develop and test possible solutions.
- Adopt multiple perspectives and distinguish between fact and opinion.

### Communications
- Create and edit written reports.
- Adjust communications based on audience needs.
- Listen well and read body language.
- Articulate clearly and accurately when speaking and writing.

### Professionalism
- Work productively with others.
- Manage time and workload.
- Have a professional work image.
- Use social media responsibly.

### Teamwork
- Effectively communicate to define common goals.
- Reach consensus on processes and solutions.
- Work together to identify and utilize the strengths of each member.

### Career Management
- Identify areas of professional growth.
- Navigate and explore job options.
- Take necessary steps to pursue and advocate for opportunities in the workplace.

### Technology
- Value continuous learning.
- Be responsive to a variety of training formats.
- Demonstrate the ability to adapt to new and emerging technologies.
- Use technology ethically and efficiently to solve problems and accomplish goals.

### Global Fluency
- Value differences and implement strategies for inclusion.
- Interact effectively with people from diverse backgrounds.
- Understand one’s own biases and use that awareness to work to eliminate them.

### Freshman:
- Career Assessment
- Sundays in the Shoe
  - Autumn
  - Spring
- Scarlet & Grit
  - Sundays in the Shoe
  - Autumn
  - Spring

### Sophomore:
- Resume
- Scarlet & Grit
  - Sundays in the Shoe
  - Autumn
  - Spring

### Junior:
- Career Consultation
- Scarlet & Grit
  - Sundays in the Shoe
  - Autumn
  - Spring

### Senior:
- Networking
- Scarlet & Grit
  - Sundays in the Shoe
  - Autumn
  - Spring