



Career Map Guide

NACE Career Competencies

Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Search #CHCCareerReady on social media for sample behaviors



Year 1 Career Map



● **Communication**

Check email and mailbox daily
Visit each professor at least once during office hours

● **Leadership & Teamwork**

Pick a club, organization, or team to get involved in
Participate in the Emerging Leaders Series

● **Self-Awareness**

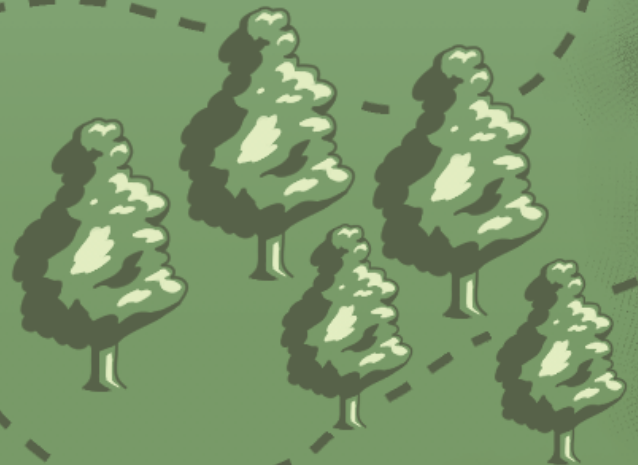
Meet with Office of Academic Advising to explore academic disciplines
Complete Career Assessment: FOCUS
Maintain a schedule and set goals

● **Global Engagement**

Seek part-time and summer jobs
Consider volunteer and service opportunities

● **Professionalism**

Attend Career Development Workshops
Take advantage of resource centers
Develop a résumé and update each year



Year 2

Career Map



Communication

Talk to Alumni and professionals in potential career fields
Make an effort to get to know professors



Leadership & Teamwork

Join a club or organization related to your major



Self-Awareness

With your advisor, solidify your major and understand major requirements
Explore other academic interests with the Office of Academic Advising



Global Engagement

Investigate Study Abroad options
Continue or begin volunteer and service experience, including break trips
Stay informed about local and global events



Professionalism

Explore Graduate School options
Attend Company visits
Continue developing and updating résumé





Year 3

Career Map

Communication

Consider a minor and/or choose electives to enhance your skills, especially oral and written communication



Leadership & Teamwork

Seek opportunities for leadership positions in co-curricular activities and participate in leadership courses

Self-Awareness

Consider topics for Senior Seminar research
Maintain a list of references who can attest to your personal character, academic ability, and work ethic
Meet with your Advisor and the Registrar to review your degree checklist

Global Engagement

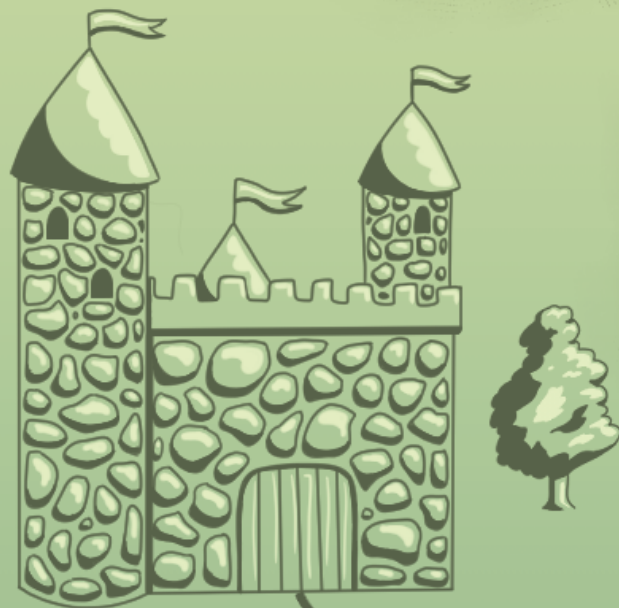
Study Abroad or participate in the SSJ exchange program

Professionalism

Obtain work experience through an internship, part-time job, summer job, or volunteer position
Attend Career Workshops and job fairs
Update your résumé
Develop a professional wardrobe

Year 4

Career Map



Communication

Complete Graduate School applications, apply for scholarships, fellowships, and assistantships

Leadership & Teamwork

Attend job fairs on and off campus

Self-Awareness

Do a mock interview with Career Development
Reflect on your accomplishments throughout your college career

Global Engagement

Consider "year of service" opportunities

Professionalism

Get involved with the Young Alumni Association
Create a LinkedIn Profile
Sign up with Handshake