



ARE YOU Career Ready?



Sage's Office of Career Planning has identified nine career related competencies that employers are looking for in well-rounded employees that will be successful in the workplace.

Career competencies you should develop during your first year...

Communication

You should be able to articulate thoughts and ideas clearly and concisely both verbally and in written form to co-workers, supervisors, and other individuals within the organization. You should have public speaking skills as well as the ability to effectively write and edit professional emails, memos, briefings, and reports.

Self-Awareness

Graduates should be able to identify and articulate one's abilities, knowledge, and relevant experiences to the position of interest. As well, you should be able to verbalize career goals, and identify areas in which you can grow professionally. The ability to navigate and explore job options, in addition to the ability to identify steps needed to pursue opportunities, and understands how to self-advocate for yourself at work.

Teamwork

The ability to create and foster collaborative relationships with coworkers, customers, and supervisors who are of diverse cultures, races, ages, genders, religions, lifestyles, and opinions is desired. You should be able to work as part of a team and can successfully and tactfully handle conflict within the workplace.

Career competencies you should develop during your sophomore year...

Leadership

Graduates should be able to leverage the strengths of themselves and others to achieve shared goals, as well as use their interpersonal skills to train, assist, and develop others. You should be able to manage and recognize your emotions as well as those of others. You should also be able to use empathy to motivate teammates, coworkers, etc. Being able to take an organized approach to your work in conjunction with the ability to prioritize delegate work is also desired by employers.

Global Perspective

Students should value, respect, and learn from diverse cultures, ethnicities, races, ages, genders, sexual orientations, religions, and backgrounds. You should be able to understand and demonstrate openness, inclusiveness, and sensitivity when working along side of those of diverse backgrounds and experiences. You also should have the ability to interact respectfully with all people and understand that your coworkers, supervisors, and those you interact with have varied histories and backgrounds.

Career competencies you should develop during your junior year...

Problem Solving & Collaboration

The ability to exercise solid reasoning skills to analyze and overcome problems and conflicts that may arise should be mastered. You should be able to obtain, interpret, and use a thorough thought processes while problem solving. Employers are also looking for employees that can demonstrate originality and creativity while collaborating with others to resolve issues and foster a successful work environment.

Career competencies you should develop during your senior year...

Networking

Employers want employees that are able to make and maintain professional relationships inside and outside of the workplace environment. Through building this mutually beneficial network of individuals, you can learn about you and your interests, and gain insight into potential career options and goals.

Professionalism

You should be able to demonstrate effective work habits (such as punctuality, teamwork, and time management), and maintain a professional work image. You should be able to demonstrate integrity and keeps the interest of the larger community in mind. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Digital Identity

Employers are looking for individuals that have professional online identities on social media platforms and through online communications. You should also be able to use technology to solve problems, complete tasks, and accomplish goals. The individual demonstrates the ability to adapt to and emerging technologies.

ARE YOU CAREER READY?

Use this worksheet to write down examples of your past/current/future experiences that are relevant to each competency during your time at Sage- both inside and outside of the classroom. Describe how you put the competency to work in your experience and think about how you can make the connection for future employers and job opportunities. For example, the experience could be being a Resident Assistant for "problem solving and collaboration" competencies and the connection to the competency is helping to find solutions for residents by referring them to campus resources.

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Teamwork

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Professionalism