

Career Readiness Competencies

Preparing you for a lifetime of meaningful careers



Critical Thinking/Problem Solving

- Exercise sound reasoning analyze issues
- Analyze information and think strategically to make decisions and problem solve
- Demonstrate creativity and innovation

Oral and Written Communication

- Effectively convey thoughts and ideas to individuals within YCP and professionals across disciplines
- Demonstrate public speaking skills in different settings
- Have the ability to write, edit, and express ideas in a variety of forms



Teamwork and Collaboration

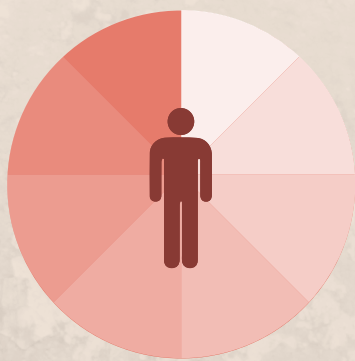
- Build and maintain collaborative relationships with others
- Ability to work within a team structure and effectively share ideas and contribute to a common goal
- Respect varying backgrounds and ideas and manage conflict

Digital Technology

- Utilize appropriate technology to problem solve and complete tasks
- Demonstrate adaptability to new and changing technology and programs
- Use technology ethically and efficiently



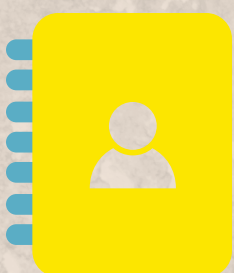
Leadership



- Identify and leverage the strengths of others to organize, prioritize, and delegate work
- Use interpersonal skills to guide, motivate, coach, and develop others
- Self-assess own empathy and skills to effectively lead; appreciate and understand diversity

Professionalism and Work Ethic

- Demonstrate personal accountability and professional work habits such as punctuality, time management, and teamwork
- Work with integrity, show ethical behavior, and act responsibly
- Understand nonverbal communication and professional etiquette



Career Management

- Identify and articulate one's skills, strengths, experiences, and knowledge related to career goals
- Explore career options and utilize tools available
- Self-advocate for opportunities

Global/Intercultural Fluency

- Interact respectfully with all people and understand the value of individuals' differences
- Learn from, value, and respect diverse cultures, genders, races, ages, religions, and sexual orientations



How Can the Career Development Center Help You?

The Career Development Center offers a variety of tools and resources for identifying and pursuing your career goals. Our professional staff is here to provide coaching and support.

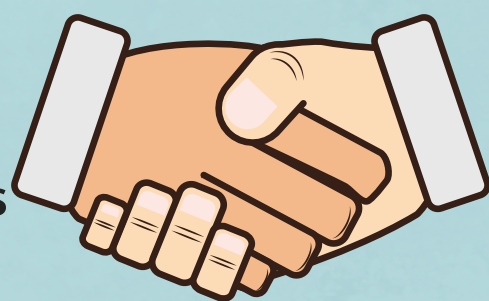
Individualized Services and Advising

- Career-management resources and assistance
- One-on-one appointments
- Explore career options based on major and other areas of interest
- Resume and cover letter reviews
- Develop professional social media accounts
- Graduate and professional school preparation



Workshops and Special Events

- Internship and Career Expo
- Employer Spotlights and on-campus recruiting/information tables
- Professional development topics
- Networking preparation and opportunities
- Professional communication
- Navigating Spartan Career Path
- Federal employment



Spartan Career Path

- Schedule appointments with an advisor
- Access self-assessments and resources
- Search internship and job opportunities
- Apply for on-campus jobs
- See when employers are coming to campus
- Submit resumes for electronic review
- Virtual Mock Interview Module



Self-Assessments and Online Resources

These career exploration resources offer a variety of ways to explore options based on interests, values, personality, industry specific information, and more!

- FOCUS Self-Assessment
- What Can I Do With This Major?
- O*Net
- Candid Career
- National NACELink Job Search Database



Career Development Center
Campbell Hall 200
717-815-1452
careerdevelopment@ycp.edu

WWW.YCP.EDU/CAREERDEVELOPMENT