



Are you **CAREER READY?**

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths and interests. These students are "Career Ready."

How do you become Career Ready? Mastering these **Career Readiness Competencies** will prepare you for a successful transition into the workplace.

Earn your **Career Readiness Certification** by attending qualifying skill-building events in six core competency areas.



Career Management

Identify and articulate skills, strengths, knowledge and experiences; navigate career options and pursue these opportunities.



Oral/Written Communication Skills

Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.



Teamwork/ Collaboration

Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles and viewpoints; work within team structure; negotiate/ manage conflicts



Critical Thinking/ Problem Solving

Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions.



Leadership

Leverage the strengths of others to achieve common goals, organize, prioritize and delegate work; use empathetic skills to guide and motivate.



Professionalism/ Work Ethic

Demonstrate personal accountability and effective work habits: punctuality, working productively with others, time management, understanding the importance of a professional work image and demonstrating integrity.

I'm ready!

CAREER READINESS APPLICATION








Full Name _____ T# _____

To receive your Career Readiness Certification, meet these requirements and bring completed form to RUC 328.

DEADLINE FOR SPRING 2019 IS APRIL 15 AT 4 P.M.

- Complete your Handshake profile and upload resume and profile picture. tntech.joinhandshake.com
- Complete one InterviewStream virtual interview. <https://www.tntech.edu/career/students/interviewstream>
YOUR SESSION MUST BE VIDEO. Register for an account, sign in, select Conduct an Interview, complete one of the pre-made Career Readiness sessions.
- Attend one of the resumé workshops listed below or schedule a resumé review with Center for Career Development staff.
- Attend the **Engineering Fair** Feb. 28 from 10 a.m. to 2 p.m. in the Hooper Eblen Center; **The Education Fair** Mar. 12 from 10 a.m. to 12 p.m. in the Memorial Gym; **Ag and Human Ecology Fair** Mar. 26 from 9:30 a.m. to 12:00 p.m. in the Tech Pride Room and **Healthcare Fair** Mar. 14 from 11 a.m. to 1 p.m. in the Multipurpose Room.
- Attend **ONE event from TWO** different competency areas listed below. Bring your Eagle Card to every event/workshop. YOU DO NOT HAVE TO ATTEND EVERY EVENT. Check your Handshake account for updates.

Competency Areas	Event	Date/Time	Location
 Career Management Competency	<input type="checkbox"/> Professional Level Resume Writing	1/24/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
	<input type="checkbox"/> Job Preparation Sponsored by Department of Engineering	4/18/19 • 11 a.m. to 11:50 a.m.	CLEM 212
	<input type="checkbox"/> Behavioral Interviewing Made Simple Using the STAR-L Method of Response	1/31/19 • 11 a.m. - 11:50 a.m.	RUC Multipurpose Room
 Oral/Written Communication Skills	<input type="checkbox"/> Employer Tips on Successfully Working a Job Fair	2/12/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
	<input type="checkbox"/> Resumes Made Simple	3/19/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
 Teamwork/ Collaboration	<input type="checkbox"/> The Importance of Getting Experience Outside the Classroom	4/9/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
 Critical Thinking/ Problem Solving	<input type="checkbox"/> QPR: Question, Persuade, Refer Sponsored By Counseling Center	3/14/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
	<input type="checkbox"/> QPR: Question, Persuade, Refer Sponsored By Counseling Center	4/18/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
 Professionalism/ Work Ethic Competency	<input type="checkbox"/> Preparing for the Engineering Fair	2/19/19 • 11 a.m. - 11:50 a.m.	RUC Tech Pride Room
	<input type="checkbox"/> Your First Six Months on the Job Sponsored by Department of Engineering	2/14/19 • 11 a.m. to 11:50 a.m.	CLEM 212
	<input type="checkbox"/> Becoming a Professional - Your First Six Months on the Job	4/4/19 • 11 a.m. - 11:50 a.m.	RUC Multipurpose Room

YOU MUST SIGN IN AT ALL EVENTS TO RECEIVE CREDIT.

Additional events may be added. Check your Handshake account for updates!

A copy of this document with active links can be found at www.tntech.edu/career/students/.

Bring completed form to the Center for Career Development, RUC 328. Questions? Call (931) 372-3232 or email career@tntech.edu.

FOR OFFICE USE ONLY:

Date Received: _____ Date Completed: _____ Initials: _____