



Career Readiness Resources

Are You Career Ready?

Courtesy of Florida Atlantic University

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FAU Career Center: Internships & Co-op Team

Employers are looking for new FAU graduates to be Career Ready — meaning they know how to use their talents, strengths, and interests. The National Association of Colleges and Employers (NACE) has identified seven key competencies for career readiness. Through your internship experience, you will develop skills in these key areas that will prepare you for your transition into the workplace.



Teamwork/Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

What does it look like?

The intern is able to work within a team structure, and can negotiate and manage conflict.

Example Learning Objective:

By collaborating with the other interns and staff members, I will improve upon my teamwork skills by successfully facilitating a group project.



Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.

What does it look like?

The intern 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.

Example Learning Objective:

By participating in regular staff meetings, I will demonstrate my professionalism by always arriving on time, dressed appropriately, and contributing in a constructive manner.



Oral/Written Communications

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and out of the organization.

What does it look like?

The intern has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Example Learning Objective:

By writing a training manual, I will be able to develop my written communication skills as evidenced by producing a clear and comprehensive document that my colleagues can understand and follow.

Leadership



Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

What does it look like?

The intern is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Example Learning Objective:

By managing the volunteers for the fundraising event, I will improve upon my leadership skills by delegating relevant tasks to volunteers that result in a smoothly run event.

Information Technology Application



Select and use appropriate technology to accomplish a given task.

What does it look like?

The intern is able to apply computing skills to solve problems.

Example Learning Objective:

Through use of design software such as Photoshop and InDesign, I will be able to develop my technological skills by creating promotional flyers and brochures that meet design standards.

Critical Thinking/Problem Solving



Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

What does it look like?

The intern is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Example Learning Objective:

By creating quotes and invoices, I will improve upon my critical thinking skills, as evidenced by producing thorough and accurate reports on a weekly basis.

Career Management



Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas of professional growth.

What does it look like?

The intern is able to navigate and explore job options that relate to his/her skills and goals, takes the steps necessary to pursue opportunities, and understands how to self-promote in the workplace.

Example Learning Objective:

By attending networking events, I will approach others to identify a particular position of interest and conduct a follow-up informational interview.