



Career Readiness Resources

Career Planning in the Liberal Arts Pre-Assessment

Courtesy of Ohio University

CAS 1130: CAREER PLANNING IN THE LIBERAL ARTS**PRE-ASSESSMENT**

The purpose of this survey is to assess your learning and satisfaction. Your individual responses are confidential and will be combined with other responses in all reporting. Your instructor will not have access to your individual responses and they will not be associated with your grade in the course.

PID _____

OHIO ID (Email): _____

Please rate the extent to which you AGREE with the following statements.

I can name three marketable skills gained from the degree I will earn from Ohio University.

Not at all A little Somewhat Very much Extremely

Appropriate Responses: Teamwork, Leadership, Verbal/Oral Communication, Written Communication, (General) Communication, Social Media, Quantitative Skills, Critical Thinking, Analytical Thinking, Innovation, Problem Solving, Interpersonal Skills, Self-Awareness, Technical Skills (Any Skills Listed Specific to An Academic Unit, e.g. building spreadsheets in accounting), Flexibility, Comfort with Ambiguity, Resilience, Sense of Humor, Work Ethic, Adaptability, Flexibility, Positive Attitude, Determination

I currently use at least one resource to explore major or occupational options.

Not at all A little Somewhat Very much Extremely

Resource: _____

Appropriate Responses: Ohio University Experience Book, Faculty, Advisor, Other Staff, Career-Exploration Class, Class in a Major Area, Academic Catalog, Bobcat Careerlink, O* Net, What Can I Do With This Major, Website Specific To Major/Career Interest, Book Or Magazine Specific To Major/Career Interest, Job Shadowing, LinkedIn, Informational Interviewing, Talking To A Family Member/Friend In A Similar Field, Personality Test

I know at least two types of skillsets featured on a resume.

Not at all A little Somewhat Very much Extremely

1.

2.

Appropriate Responses: Adaptive/Personality Skills, Job Duties/Responsibilities, Transferable Skills

I can identify one way to customize content on my professional resume to a job posting.

Not at all A little Somewhat Very much Extremely

1.

Appropriate Responses: Use Keywords From Job Description, Arrange Content By Relevancy, Put Most Relevant Content Closer To The Top Of The Resume, Seek Feedback From A Network Contact To Make Sure Content Is Appropriate, Re-Order Bullet Points To Highlight Most Relevant Elements Within An Experience, List Courses Relevant To Position, List Skills Relevant To Job Requirements

All resume content is organized in chronological order.

True False

Appropriate Response: False

I know at least two elements of an effectively written cover letter.

Not at all A little Somewhat Very much Extremely

1.

2.

Appropriate Responses: Customized To Job Description, No Spelling/Grammar Errors, Addressed To The Position's Contact Person, Includes Keywords From Job Description, Highlights An Example Of Experience That Matches Job Needs, Does Not Restate Information From Resume, Indicates Why You Are Interested In Working For The Organization, States Why You Are A Good Candidate For The Position

I know how to customize cover letters to job descriptions.

Not at all A little Somewhat Very much Extremely

List one approach to customization:

Appropriate Responses: Use Keywords From Job Description, Seek Feedback From A Network Contact To Make Sure Content Is Appropriate, Highlights An Example Of Experience That Matches Job Needs, Review Job Description For Keywords, Research On LinkedIn/Online About Employees' Skills/Values/Experience, Read The Company Website For More Information About Values And Accomplishments

I know the approximate number of references to list on a reference page.

Not at all A little Somewhat Very much Extremely

Choose one below:

- A. 1-2
- B. 3-5
- C. 6-8
- D. Any number

Appropriate Response: B

I can distinguish between an appropriate an inappropriate reference choice.

Not at all A little Somewhat Very much Extremely

Check all of the items items below that reflect appropriate choices for a good reference:

- 1. Former Supervisor
- 2. Family Friend
- 3. Colleague
- 4. Current Supervisor
- 5. Faculty Member
- 6. Academic Advisor
- 7. High School Teacher
- 8. Coach
- 9. Neighbor
- 10. Friend
- 11. Family

Appropriate Responses: 1, 3, 4, 5, 6, 7, 8

I am aware of two steps I need to take to create a four-year plan to complete my degree.

Not at all A little Somewhat Very much Extremely

- 1.
- 2.

Appropriate Responses: Meet With Academic Advisor, Find Required Classes For Major, Plan When To Take Each Class, Determine When To Complete An Internship, Review My DARs, Learn How To Read My DARs

I can name three ways to get experience relevant to my career before I finish my degree.

Not at all A little Somewhat Very much Extremely

- 1.
- 2.
- 3.

Appropriate Responses: Internship In A Relevant Area, Job/Work In A Relevant Area, Volunteer In A Relevant Area, Job Shadow, Informational Interview, Take A Relevant Class, Join A Student Organization Relevant To Career Path, Seek Leadership Role In Student Organization, Complete Additional Training Relevant To Career Path

I know two ways I can use LinkedIn for professional development.

Not at all A little Somewhat Very much Extremely

- 1.
- 2.

Appropriate Responses: Highlight My Professional Brand, Tailor My Profile To Field Of Interest, Connect With Faculty, Connect With Contacts Already Known Off-Line, Connect With Potential Employers Or Colleagues, Follow Organizations Of Interest, Join Groups Relevant To Career Path, Contribute To Groups Relevant To Career Path

I know two resources for identifying internship opportunities in my field.

Not at all A little Somewhat Very much Extremely

- 1.
- 2.

Appropriate Responses: Bobcat CareerLink, Faculty/Staff, Company Websites, LinkedIn, Indeed, Intern Sushi, Internships.com, Idealist.org, Glass Door, Network Connection, Career Fair, CLDC

I can identify three ways to intentionally expand my professional network.

Not at all A little Somewhat Very much Extremely

- 1.
- 2.
- 3.

Appropriate Responses: Reach Out To People On LinkedIn, Contact Individuals At Organizations Of Interest, Meet With Faculty And Staff, Build Stronger Connections With Existing Contacts, Present At A Conference, Join A Student Or Professional Organization, Attend Career Fairs, Attend Networking Events, Introduce Yourself To People In Your Classes, Attend Professional Events/Workshops