



# Career Readiness Resources




## **Proof of Purchase: Career Readiness**

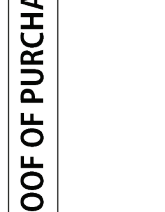
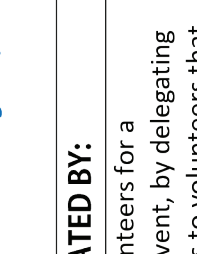
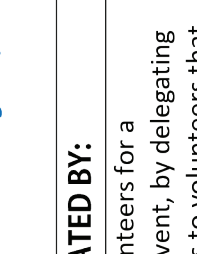
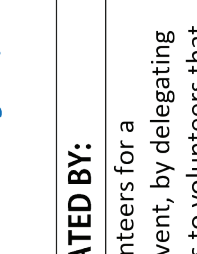
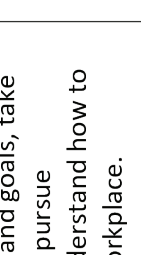
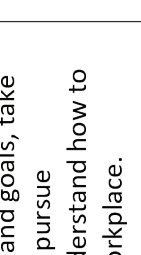
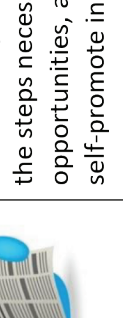
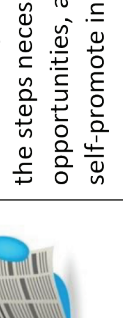
Courtesy of Purchase College – SUNY

# PROOF OF PURCHASE: ARE YOU CAREER READY?

Employers today are looking for graduates to be “career ready” meaning they know what they want and how to apply their skills talents and interests to the current job market. The National Association of Colleges and Employers (NACE) has identified seven key competencies for graduates described below. Throughout your college experience, you will develop important skills in key areas that can prepare you for transition to the professional world.

**What will YOUR Proof of Purchase be?**

	<p><b>ORAL/WRITTEN COMMUNICATIONS:</b> <i>The ability to articulate thoughts and ideas clearly in written and oral forms to persons inside and outside the organization.</i></p> <table border="1"> <thead> <tr> <th data-bbox="537 1136 586 1648">YOU KNOW HOW TO:</th> <th data-bbox="537 663 586 1136">DEMONSTRATED BY:</th> <th data-bbox="537 189 586 663">YOUR PROOF OF PURCHASE</th> </tr> </thead> <tbody> <tr> <td data-bbox="586 1136 727 1648">Use public speaking skills, express your ideas; write/edit memos, letters.</td> <td data-bbox="586 663 727 1136">Writing clear and concise documents, easy to follow presentation, present ideas in a well thought out manner.</td> <td data-bbox="586 189 727 663"></td> </tr> </tbody> </table>			YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE	Use public speaking skills, express your ideas; write/edit memos, letters.	Writing clear and concise documents, easy to follow presentation, present ideas in a well thought out manner.	
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	<p><b>TEAMWORK/COLLABORATION:</b> <i>Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, gender, religions. Learn lifestyles and viewpoints.</i></p> <table border="1"> <thead> <tr> <th data-bbox="837 1136 886 1648">YOU KNOW HOW TO:</th> <th data-bbox="837 663 886 1136">DEMONSTRATED BY:</th> <th data-bbox="837 189 886 663">YOUR PROOF OF PURCHASE</th> </tr> </thead> <tbody> <tr> <td data-bbox="886 1136 992 1648">Work within a team structure, negotiate and manage conflict</td> <td data-bbox="886 663 992 1136">Collaborating with others on team projects, and sharpened skills in group facilitation and leadership</td> <td data-bbox="886 189 992 663"></td> </tr> </tbody> </table>			YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE	Work within a team structure, negotiate and manage conflict	Collaborating with others on team projects, and sharpened skills in group facilitation and leadership	
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	<p><b>CRITICAL THINKING / PROBLEM SOLVING:</b> <i>Exercise sound reasoning to analyze issues, make decisions, and overcome problems.</i></p> <table border="1"> <thead> <tr> <th data-bbox="1102 1136 1151 1648">YOU KNOW HOW TO:</th> <th data-bbox="1102 663 1151 1136">DEMONSTRATED BY:</th> <th data-bbox="1102 189 1151 663">YOUR PROOF OF PURCHASE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1151 1136 1304 1648">Obtain, interpret, and use knowledge, facts, and data in this process, and demonstrate originality and inventiveness.</td> <td data-bbox="1151 663 1304 1136">Produce thorough and accurate reports on a weekly basis. Plan events with deadlines to meet within a pre-determined budget.</td> <td data-bbox="1151 189 1304 663"></td> </tr> </tbody> </table>			YOU KNOW HOW TO:	DEMONSTRATED BY:	YOUR PROOF OF PURCHASE	Obtain, interpret, and use knowledge, facts, and data in this process, and demonstrate originality and inventiveness.	Produce thorough and accurate reports on a weekly basis. Plan events with deadlines to meet within a pre-determined budget.	
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	<p><b>PROFESSIONALISM/WORK ETHIC:</b> <i>Demonstration of personal accountability and effective work habits, e.g. punctuality, working productively with others, time workload management.</i></p>		
	<p><b>YOU KNOW HOW TO:</b> Demonstrate integrity and ethical behavior, act responsibly with the interest of the large community in mind and are able to learn from mistakes.</p>	<p><b>DEMONSTRATED BY:</b> Participating in regular staff meetings. Contributing efforts in a constructive manner. Show initiative and follow through on tasks.</p>	<p><b>YOUR PROOF OF PURCHASE</b></p>
	<p><b>LEADERSHIP:</b> <i>Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.</i></p>		
	<p><b>YOU KNOW HOW TO:</b> Use empathic skills to guide and motivate others; and organize, prioritize, and delegate work; understand the “big picture”.</p>	<p><b>DEMONSTRATED BY:</b> Manage volunteers for a fundraising event, by delegating relevant tasks to volunteers that result in a smoothly running event.</p>	<p><b>YOUR PROOF OF PURCHASE</b></p>
	<p><b>INFORMATION TECHNOLOGY APPLICATION:</b> <i>Select and use appropriate technology to accomplish a given task.</i></p>		
	<p><b>YOU KNOW HOW TO:</b> Apply computing and technical skills to solve problems. Use technology to accomplish a given task.</p>	<p><b>DEMONSTRATED BY:</b> Using design software such as Photoshop and InDesign, to create promotional flyers and brochures, use Excel to track budget expenses.</p>	<p><b>YOUR PROOF OF PURCHASE</b></p>
	<p><b>CAREER MANAGEMENT:</b> <i>Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas of professional growth.</i></p>		
	<p><b>YOU KNOW HOW TO:</b> Navigate and explore job options that relate to his/ her skills and goals, take the steps necessary to pursue opportunities, and understand how to self-promote in the workplace.</p>	<p><b>DEMONSTRATED BY:</b> Attending networking events, approach others to identify a particular position of interest and conduct a follow-up information interview.</p>	<p><b>YOUR PROOF OF PURCHASE</b></p>