

1


LOG INTO FOCUS

- LOG INTO MYBSU
- HOVER ABOVE YOUR NAME ON THE LEFT HANDSIDE
- SELECT FOCUS FROM THE DROP DOWN MENU

SELECT "AM I CAREER READY"

- ASSESS VARIOUS COMPETENCIES TO ASSESS AND STRENGTHEN YOUR CAREER READINESS

Career Planning Foundations



My Career Planning Involvement

START



My Academic Strengths

START



Am I Career Ready?

START

2

START HERE









3

EMPLOYERS SEEK THESE EIGHT AREAS IN RECENT GRADUATES.

- ENHANCE YOUR EMPLOYABILITY WITH THESE IN-DEMAND SKILLS

The National Association for Colleges and Employers (NACE) has identified 8 competencies that will give you a professional edge. Employers want to hire applicants who have these in-demand skills and strengths.

THE COMPETENCIES

 Critical Thinking/Problem Solving	 Oral/Written Communications
 Teamwork/Collaboration	 Digital Technology
 Leadership	 Professionalism/Work Ethic
 Career Management	 Global/Intercultural Fluency

START

START

COMPLETE ALL EIGHT AREAS

- RANK YOURSELF BY FILLING THE STARS.

4

★ Not At All
★★ Slight Degree
★★★ Moderate Degree
★★★★ High Degree
★★★★★ Very High Degree

I make step by step plans to solve problems and use sound reasoning and logic.

★ ★ ★ ★ ★

I demonstrate originality and think creatively in problem solving.

★ ★ ★ ★ ★

I analyze ideas from a variety of perspectives before making a decision.

★ ★ ★ ★ ★

CONTINUE

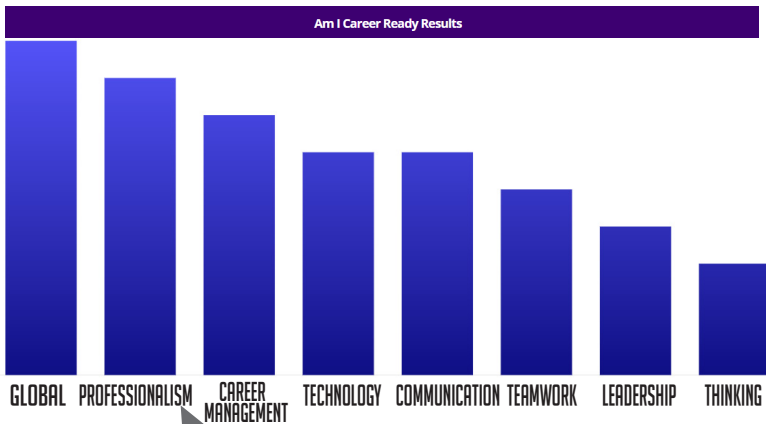
CONTINUE

5

YOUR RESULTS!

- ONCE YOU'VE COMPLETED THE ASSESSMENT, YOU'LL RECEIVE A GRAPH OF THE RESULTS ON YOUR DEVELOPMENT

0-20	Not Yet Developed
20-40	Slightly Developed
40-60	Moderately Developed
60-80	Highly Developed
80-100	Very Highly Developed



CONTINUE

CONTINUE

6

COMPLETE THE CHECKLIST FOR EACH AREA TO IMPROVE YOUR CAREER READINESS

- LEARN EACH DEFINITION
- SELECT 3 - 5 WAYS TO DEVELOP EACH SKILL
- WRITE IN YOUR OWN WORDS HOW YOU WILL CONTINUE TO DEVELOP AND GROW EACH OF THE COMPETENCIES
- REVIEW ADDITIONAL RESOURCES INCLUDING VIDEOS, WEBSITES & INFOGRAPHICS
- MEET WITH THE CAREER SERVICES STAFF TO EXPLORE WAYS TO IMPROVE YOUR MARKETABILITY

FINAL RESULTS FOUND IN "REVIEW AND PRINT MY PORTFOLIO"

- SCROLL DOWN TO THE BOTTOM OF THE WEBPAGE TO FIND THE "REVIEW AND PRINT MY PORTFOLIO"
- BUILD A CUSTOMIZED REPORT BY SELECTING THE "AM I CAREER READY" BOX AND CLICK "BUILD MY PORTFOLIO"
- DOWNLOAD AND SHARE YOUR RESULTS 



My Saved Occupations



My Saved Majors



Review and Print My Portfolio

7

GLOBAL/INTERCULTURAL FLUENCY



Value, respect and learn from diverse cultures and understand individuals' differences.

CRITICAL THINKING/ PROBLEM SOLVING



Exercise sound reasoning to analyze issues and make decisions.

DIGITAL TECHNOLOGY



Select and use appropriate technology to solve problems, tasks, and accomplish goals.

LEADERSHIP



Leverage the strengths of others to achieve common goals.

PROFESSIONALISM/WORK ETHIC

Demonstrate personal accountability and effective work habits.



TEAMWORK/COLLABORATION

Work within a team structure, and negotiate and manage conflict.



ORAL/WRITTEN COMMUNICATION

Articulate thoughts and ideas clearly through written and oral forms.



CAREER MANAGEMENT

Identify and articulate one's skills, strengths, knowledge, and experiences.

