1. **Log into Focus**
   - Log into MyBSU
   - Hover above your name on the left handside
   - Select FOCUS from the drop down menu

2. **Select “Am I Career Ready”**
   - Assess various competencies to assess and strengthen your career readiness

3. **Employers seek these eight areas in recent graduates**
   - Enhance your employability with these in-demand skills

4. **Complete all eight areas**
   - Rank yourself by filling the stars.

5. **Your results**
   - Once you’ve completed the assessment, you’ll receive a graph of the results on your development.
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

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.