

# MOUNTAINEER CAREER PASSPORT

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EXPLORE • BUILD • PURSUE



Career Development Center 

APPALACHIAN STATE UNIVERSITY.



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**NAME**

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**PROGRAM**

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**ANTICIPATED GRADUATION DATE**

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**DATE ISSUED**

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**AREAS OF INTEREST**

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**DESIRED CAREER PATH**

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**ANTICIPATED MAJOR**

## EXPLORE. BUILD. PURSUE.

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In your Mountaineer Career Passport, you will find advice and guidance from the professionals at the Career Development Center to help you with your identity development and ultimately, your path to finding fulfilling work. Make the most out of your passport by following these three simple steps:

- Whether you are a new student or have been on campus for a while, make an appointment with your career counselor or stop by our Career Studio to meet with a career guide
- Attend events and engage in activities that support your career readiness each time you complete an activity in the passport
- Take a few moments to complete the self-reflection and assessment portions of the passport to guide you on your professional development and opportunities

Please take a moment to go through the passport and learn how it can guide you towards a meaningful career path. Learn the importance of articulating your passions, taking time for reflection, translating the skills you are obtaining in your experiences to your career readiness, creating your career profile, and so much more. Not only are these elements the key to maximizing your time on campus from the very first day, but they will also help you develop lifetime employability for any career upon which you choose to embark.

**Together, let's explore, build, pursue!**

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*"Appalachian prepares students for careers, not just the first job. Career development is identity development. Having a career is doing meaningful work."*

– Dr. Susan McCracken  
Director of Career Development and Economic Engagement

## CAREER READINESS

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

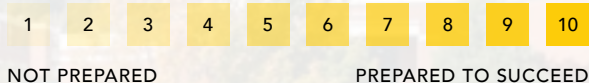
- ❑ **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- ❑ **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
- ❑ **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
- ❑ **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.
- ❑ **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
- ❑ **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time management, and understand the impact of non-verbal communication on professional work image.
- ❑ **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.
- ❑ **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions

*(National Association of Colleges and Employers, 2017)*

## WHAT IS YOUR CAREER READINESS IQ?

Assess how prepared you are to succeed using the tracker below. If your score is closer to the “not prepared” end of the scale, make an appointment with a career professional for assistance/guidance.

### INDEX OF CAREER DEVELOPMENT TRACKER



SELF-RATING	DATE
_____	_____
_____	_____
_____	_____

### FEEDBACK

## GETTING STARTED

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Now that you have completed your self-assessment, you can continue developing your career readiness and competencies.

Developing Your Career Readiness:

- Is a process that begins your first day on campus
- Is the development of your identity - goals, values, needs, passions
- Includes all of your activities (part-time jobs, clubs, leadership experiences, etc...)
- Translates the skills you are learning in the classroom and beyond into characteristics employers and graduate programs are seeking
- Is a continuous lifelong process

## CHECKLIST

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Check the box for any of the following that you complete:

### SELF-ASSESSMENT

- Values reflection and assessment
- Career and personality assessments
- Crafting an academic plan, utilizing Programs of Study and advising resources
- Industry exploration and career trajectory analysis
- Transferable skills and strengths assessment
- NACE competency assessment and development plan
- Strategic career planning and goal setting of academic and extracurricular engagement
- Personal brand and pitch (page 15)
- Professional etiquette and writing

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*"Appalachian is at the forefront of matching student interest and passion with employment opportunities that make a difference."*

– G. Dylan Russell, Executive Director of Lead NC

## DEVELOP

- ❑ Design a flexible career search strategy that is goal-driven
- ❑ Cover letter and resume creation and review
- ❑ Interview preparation sessions with the Career Development Center staff or Big Interview
- ❑ Digital identity enhancement, including developing a portfolio, LinkedIn and Handshake profile
- ❑ Organize application materials and review industry best practices
- ❑ Identify potential mentors and professional affiliations
- ❑ Cultivate professional and academic references
- ❑ Participate in informational interviews
- ❑ Create a target list of employers, graduate schools, or other employment opportunities
- ❑ Update NACE competency assessment and development plan
- ❑ Cultivate professional etiquette, including professional dress, to utilize at career center events, interviews, and other professional settings

## IMMERSE

- ❑ Develop an industry engagement action plan with a career counselor
- ❑ Participate in career related experiential learning including: internships, research, service, and campus engagement
- ❑ Learn career search strategies and cultivate marketing materials
- ❑ Develop professional network through career events and virtual networking
- ❑ Meet periodically with mentors and professional contacts
- ❑ Acquire real-world insight from alumni and industry experts
- ❑ Secure professional and academic references
- ❑ Actively attend academic programs, conferences, and career-related events
- ❑ Elevate digital brand and connect via LinkedIn with like-minded individuals

## SUSTAIN

- ❑ Continue to build your network by connecting with industry professionals
- ❑ Attend and take a leadership role in professional organizations and conferences
- ❑ Continually add onto your resume/CV as you have new job roles and responsibilities
- ❑ Utilize industry related media to stay on top of trends
- ❑ Maintain relationships with former mentors and supervisors
- ❑ Seek out opportunities to develop mentoring relationships
- ❑ Create connections to the communities you live in to expand outside of your network (volunteering, social groups, young professionals, etc.)
- ❑ Attend chamber of commerce social, educational, and professional events in your community
- ❑ Continually assess professional competencies using NACE standards

## MAKE YOUR IMPACT

Complete any three items below:

- ❑ Schedule an appointment with the Office of International Education and Development (OIED) to explore options and requirements for traveling abroad
- ❑ Connect with the Peace Corps recruiter for application resources and determine if the Peace Corps is right for you
- ❑ Evaluate the Peace Corps Prep Program requirements and utilize them to guide your academic and community involvement
- ❑ Connect with an international student organization on campus to meet others who have studied and worked in the U.S. and abroad
- ❑ Participate in an international alternative service experience through Appalachian and the Community Together (ACT)



## PASSPORT STAMPS

Give yourself a "stamp" in your passport for each activity you complete. You are encouraged to attend at least 5 Career Development Center events per year.

<b>INFORMATION SESSIONS</b>	<b>CAREERS FOR IMPACT</b>
<b>LOOK SMART PROFESSIONAL CLOSET</b>	<b>RESUME CLINICS</b>
<b>INTERNSHIP AND JOB FAIR (FALL &amp; SPRING)</b>	<b>SHARE YOUR SUCCESS STORY</b>
<b>INTERNSHIP</b>	<b>REGISTER FOR EVENTS VIA HANDSHAKE</b>

<b>OUTDOOR JOBS FAIR</b>	<b>EXPLORE THE CAREER READINESS HANDBOOK</b>
<b>VISIT OUR COFFEE CART</b>	<b>EDUCATION AND HUMAN SERVICES CAREER FAIR</b> <b>VISIT CAREER EXPLORATION</b>
<b>SEARCH FOR OPPORTUNITIES AND EVENTS ON HANDSHAKE</b>	<b>ETIQUETTE DINNER</b>
<b>EMPLOYER INFORMATION SESSIONS</b>	<b>UPDATE YOUR HANDSHAKE PROFILE</b>

**TALENT JAM - WORK IT WATAUGA**

**DROP BY THE  
CAREER STUDIO**

**INTERNSHIP  
EXPO**

**PART-TIME  
JOBS FAIR**

**WALKER SPRING  
CONNECT**

**UPDATE YOUR  
LINKEDIN  
PROFILE**

**INFORMATION OR  
MOCK INTERVIEW**

**ATTEND A VIRTUAL ONLINE  
NETWORKING EVENT**

**EXTERNSHIP  
(JOB SHADOWING)**

**GRADUATE AND  
PROFESSIONAL  
SCHOOL FAIR**

**WALKER  
BUSINESS  
CONNECTIONS**

**CUP OF BREW  
AND RESUME  
REVIEW**

**JOIN A STUDENT CLUB OR  
CAMPUS ORGANIZATION**

**PEACE CORPS OR  
SERVICE YEAR  
EVENT**

**STUDENT  
EMPLOYEE  
APPRECIATION  
BRUNCH**

**HEALTH SCIENCES  
PROFESSIONAL  
AND GRADUATE  
SCHOOL FAIR**

**USE BIG  
INTERVIEW**

**LINKEDIN PHOTO  
BOOTH OR  
PASSPORT PHOTO**

**SCHEDULE AN APPOINTMENT  
WITH YOUR CAREER COUNSELOR**



## REFLECTIONS

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Once you have participated in at least 2 or more events from the previous 4 pages, reflect on your experience.

- Were your expectations met? How?
- What did you learn?
- Did you develop greater confidence in your ability to network as a result of the experience?
- Did the experience help you see how your current skills are transferable?
- Did you identify skills that you currently lack that you wish to develop?

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*“My experience with the ASU’s Career Development Center has provided me with the opportunity to network, build successful interviewing skills, interact face-to face with employers, and coordinate and manage an employer information session while working alongside professionals. I have found that by being proactive and utilizing the services that were available through the Career Development Center, it better equipped me to tackle the job search process.*

– Reilly Ehlinger, Class of 2019

## NEXT STEPS

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Meet with a career professional to map out a customized personal plan.

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Create the story of your life – write genuinely, and iterate often.

## PRACTICE YOUR PITCH

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First impressions really do matter. Sure, you know that you need to look professional, but what will you say? Use this space to structure your 30-second elevator pitch that conveys your value to employers - and why they should hire you for a position. **Make sure to connect your passion to purpose!**

What do you do well? (Skills)

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What is your greatest strength in this area OR the best compliment you've ever received about your skill? (Confidence)

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What would you like to do? (Goal)

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What's your "why?" (Motivation)

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**Put it all together!**

## YOU'RE ALMOST THERE

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Nearing graduation? Don't wait! Schedule an appointment with the Career Development Center to ensure you have all the tools needed to successfully launch from Appalachian State.

### CAREER DEVELOPMENT CENTER OFFICE HOURS

Monday - Friday 8:00am - 5:00pm  
(By appointment)  
careercenter@appstate.edu

### CAREER STUDIO HOURS

Monday - Thursday 2:00pm - 4:00pm  
(Walk-in)  
careerguide@appstate.edu

## SHARE YOUR STORY

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Submit your success story at [careers.appstate.edu/share-your-story](https://careers.appstate.edu/share-your-story). Be sure to also visit our office to have your photo taken for our "Hire A Mountaineer" campaign (to be shared in our marketing).

## MAKE A LASTING IMPRESSION

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Let us know where you're heading, so we can share with others just how far Mountaineers go.

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## CAREER DEVELOPMENT CENTER

287 Rivers Street  
John E. Thomas Hall, Room 369  
Boone, NC 28608

828-262-2180  
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careercenter@appstate.edu

### STAY CONNECTED WITH US!



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Career Development Center   
  
APPALACHIAN STATE UNIVERSITY®