

**CAREER READINESS CERTIFICATE for BUSINESS MINORS**

Career Roadmap

To make your Career Advising appointment, please visit the CU Career Services webpage. Prior to your meeting, please complete Part I of your Career Roadmap; the rest will be completed during your Career Advising appointment.

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**Part I: Self-Assessment** (Knowledge, Interests and Strengths)

1. What areas of knowledge/skills do I have? (E.g. disciplines, languages, technology, etc.)
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In my spare time I like to:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Complete Personality Test at [16Personalities.com](http://16personalities.com/):

Your Personality Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Personality Type Strengths & Weaknesses, Career Paths and Workplace Habits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part II: Career Interests & Goals**

**Career Interests**

What are some careers that interest you? Discuss what makes them appealing with your Career Advisor.

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	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Certificate Goals**

Along with your Career Advisor adopt three goals you would like to achieve with this certificate (e.g. polished resume, networking confidence, etc.). Consider Workshop and Experiential options listed on next page for direction.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Part III: Workshops**

The Career Readiness Certificate requires you to complete one workshop in each of the following categories: *Find the Job*, *Get the Job* and *On the Job*. With you Career Advisor, determine which best fit your needs and interests.

|  |  |  |
| --- | --- | --- |
| **Find the Job** | **Get the Job** | **On the Job** |
| *(select at least one option)** **Job Search**

*Don’t know where to start? Learn where and how to launch the job search.* | *(select at least one option)** **Interview Prep**

*Learn how to research a company, what to wear and how to stand out among other interviewers.* | *(select at least one option)** **Excel Class (BADM 2010)**

*Analyzing and presenting data is crucial in any job. Learn how to navigate Excel to make any data project smooth and successful.* |
| * **Resume & Cover Letter**

*Create a clean and appealing resume along with a personalized and engaging cover letter to help you land an interview.* | * **Interview Process**

*Learn about interview formats and practice answering common questions using the STAR method.* | * **Personal Finance & Benefits**

*Understand how to build your* *nest egg and demystify benefits packages so that you are prepared for long-term success.*  |
| * **Networking**

*Learn how to navigate in-person events and online networking to expand your opportunities. Alternatively, attend an approved networking event.* | * **Salary Negotiation**

*Know your worth—learn how to successfully and respectfully negotiate your salary and benefits.* | * **Presentation Skills**

*Hone your public speaking and presentation skills to make an impression in the workplace.*  |
|  |  | * **Graduate School**

*Learn what it takes to be a strong applicant and how graduate school may impact your personal and professional goals.* |

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**Part IV: Experiential Learning**

The Career Readiness Certificate requires you to have one semester-long Experiential Learning experience. With your Career Advisor, consider the best fit with your interests and work out steps involved to achieve this experience.

* Job/Internship
* Education Abroad
* Research

Action Items:

* Leadership
* Service Learning/Volunteerism