

Four-Year Career Readiness Plan

Austin Peay State University is a member of the National Association of Colleges and Employers (NACE). NACE works with educational institutions and companies to track employment trends and share guidance and resources for career development. Below are 8 of the most often sought-after skillsets, or **competencies**, that hiring managers and supervisors are seeking.



Career and Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



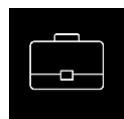
Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage practices that actively challenge the systems, structures, and policies of racism.



Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

You may not realize it right now, but every assignment you complete and activity you participate in has the potential to help you build these competencies. On the next pages, we will outline the Four Year Academic and Career Success Plan which demonstrates how you can work toward gaining these competencies throughout your APSU journey.

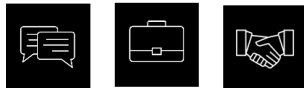
Four-Year Academic and Career Success Plan

Freshman Year

Go to class regularly and complete assignments on time.



Practice relationship-building by getting to know classmates, faculty, and staff.



Complete Career Coach and research assignment in APSU 1000.



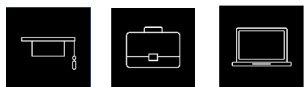
Meet with your Student Success Professional, Purpose First Advisor and/or College Possible Coach to discuss goals for the year. Chat with a career coach about long-term career goals and pathways.



Log into Jobs4Govs and complete your profile, and create a LinkedIn account.



Consider attending resume, interviewing, and networking workshops offered by the Career Services Office.



Stop by a career showcase, networking event or Career and Internship Expo to mingle with faculty, employers and other professionals.



Join a campus organization and/or consider a part-time employment



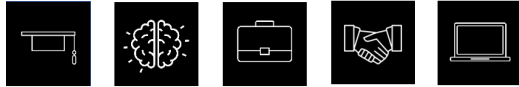
Four-Year Academic and Career Success Plan

Sophomore Year

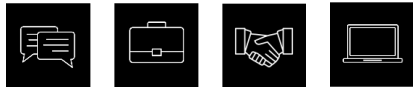
Meet with Student Success Professional to reflect on your first year of college.



Set clear academic and career goals for every semester forward. Still deciding on a career pathway? Visit Career Services for additional help.



Submit your resume to Career Services for review, and schedule a mock interview.



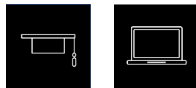
Consider taking on a leadership role in an organization.



Deepen relationships with faculty and staff mentors.



Check Jobs4Govs for part-time employment and summer internships.



Attend career expos and employer events to expand your network.



Explore graduate school options and admission requirements.



Develop a portfolio of past work to share with employers/faculty.



Four-Year Academic and Career Success Plan

Junior Year

Meet with academic advisor and faculty to discuss academic and skills progress and your continued interest in your major/career field.



Visit Career Services to take a work values inventory to learn about your most important values and things to consider when choosing a job.



Attend a graduate school info session/fair. Begin preparation for entrance exams (if applicable).



Update your resume and profile in Jobs4Gobs.



Research and join professional organizations in your industry.



Take on more responsibilities in campus organizations and jobs. Consider participating in study abroad or service learning.



Apply for an in-depth semester or summer internship opportunity.



Think about serving as a peer mentor or tutor for first-year students.



Four-Year Academic and Career Success Plan

Senior Year

Meet with advisor to complete degree audit and apply for graduation.



Submit graduate school application essays to Career Services for feedback.



Take graduate school entrance exams and complete applications.



Complete capstones/practicums/internships and update your resume on Jobs4Govs.



Schedule a job search prep meeting with a Career Services advisor.



Participate in mock interview days and hiring events for extra practice.



Reach out to employers via LinkedIn for possible openings.



Consider ways to give back to APSU by volunteering, mentoring, etc.



Take the Graduation Exit Exam and First Destination Survey!



Celebrate, because your new career reality is right around the corner!