

CAREER E.D.G.E. APPLICATION

Program Goal:

To prepare students in the departments of Business Management, Biology/Chemistry, Education, Criminal Justice, Humanities and Social Sciences, Literature, Writing, and Journalism, Math/Physics/Computer Science, and Visual and Performing Arts with personalized job search assistance to help them further improve their career readiness as they explore internships and full-time positions.

Program Overview:

- Open to all students from all class years in the departments of Business Management, Biology/Chemistry, Education, Criminal Justice, Humanities and Social Sciences, Literature, Writing, and Journalism, Math/Physics/Computer Science, and Visual and Performing Arts within the School of Arts and Sciences
- Students will complete all six items listed under student responsibilities between September 9, 2019 - April 10, 2020
- Career Center staff will email summary tasks completed to each student, each semester and copy their academic advisor.
- Upon completion of the program, each student will receive a certificate of completion.
- Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. The National Association of Colleges and Employers (NACE) has developed a definition and identified seven competencies associated with career readiness. Career E.D.G.E. pinpoints five competencies that are *italicized* below.

Student Responsibilities:

1. Schedule an appointment with a Career Center Counselor to have your resume critiqued and approved. (*oral/written communications, career management*)
2. Schedule an appointment with a Career Center Counselor to have your cover letter critiqued and approved. (*oral/written communications, career management*)
3. Participate in one of the following mock interview options (*oral/written communications, career management, critical thinking/problem solving, IT application*):
 - a. In-person video recorded mock interview with feedback.
 - b. Online InterviewStream practice interview and appointment to review recording.
4. LinkedIn and Online Presence (*IT application, career management, professionalism*)
 - a. Have a photograph taken (if needed) through the Career Center.
 - b. Create a LinkedIn profile.
 - c. Meet with a Career Center Counselor to have your LinkedIn profile reviewed and to learn how to use LinkedIn and other social media in your job search.
5. Participate in an informational interview or job shadowing experience in a field/industry of interest. Work with a Career Center Counselor to arrange your experience. (*oral/written communications, career management, professionalism*)
6. Attend at least one Career Center program, workshop, or event during the 2019-2020 academic year. (*career management, professionalism*)

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Name: _____ **Email:** _____

Student ID Number: _____ **Phone:** _____

Anticipated Graduation: _____

What are you hoping to learn as a result of participating in the Career E.D.G.E. program?

I understand that in order to receive my certificate of completion for the Career E.D.G.E. program, I must complete the six student responsibilities by April 10, 2020.

Signature: _____ **Date:** _____