

Are You Career Ready?

The Career Center at UC Berkeley has identified eight professional competencies to help you prepare and succeed in the workplace.

Possessing these skills will make you more competitive in the marketplace and help you transition in your life after Cal.

Professionalism & Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Global Perspective

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Technical Application

Leverage existing technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to learn new and emerging technologies.

Creativity & Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

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. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Communication

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Teamwork & Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Career Readiness Self-Ranking

Rank yourself on a scale of “experienced” (5) to “requires substantial work” (1). Use the space to the right to list ways in which you can work toward improvement.

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| <p>Leadership Rank _____ Notes:</p> |  |
| <p>Communication Rank _____ Notes:</p> |  |
| <p>Career Management Rank _____ Notes:</p> |  |
| <p>Professionalism & Work Ethic Rank _____ Notes:</p> |  |
| <p>Creativity & Problem Solving Rank _____ Notes:</p> |  |
| <p>Global Perspective Rank _____ Notes:</p> |  |
| <p>Teamwork & Collaboration Rank _____ Notes:</p> |  |
| <p>Technical Application Rank _____ Notes:</p> |  |



Leadership

- Get involved in Student Government
- Participate in leadership programs through the LEAD Center
- Eng with your Residence Hall Association
- Apply to be a Resident Advisor or GBO Leader
- Take on a leadership role in a student organization
- Get involved in programs through the Public Service Center
- Develop and lead a DeCal



Communication

- Become a campus ambassador through the Office of Admissions
- Become a Brand Ambassador for a product or service you use everyday
- Become a Peer Advisor at the Career Center or other campus services
- Write a letter to the Daily Californian on an issue that concerns you
- Practice your interview skills with Big Interview
- Publish substantial thought pieces on social media such as LinkedIn



Career Management

- Seek internships to clarify your career interests
- Conduct informational interviews with professionals in your fields of interest
- Utilize Career Center resources to find opportunities & learn to articulate your skills
- Shadow alumni through the Externship Program
- Join Berkeley Connect to meet alumni in fields you want to explore
- Join LinkedIn groups related to your career interests



Professionalism & Work Ethic

- Get a part-time job on or off campus
- Excel in academics and take your studies seriously
- Volunteer with a local non-profit organization or through Cal's Public Service Center
- Start an entrepreneurial venture or your own club at Cal
- Apply to be a Resident Advisor or GBO Leader
- A part-time job in retail or food services does count!



Creativity & Problem Solving

- Take a Freshman or Sophomore Seminar
- Join CREATE through the Public Service Center to promote arts in the community
- Participate in URAP as a Research Assistant
- Join a student group with a creative focus like Innovative Design or GIANT
- Compile a team and enter the annual Big Ideas Competition
- Hone your business problem-solving in a consulting club
- Get inspired with TED talks



Global Perspective

- Study Abroad through Berkeley Study Abroad (BSA)
- Learn a foreign language
- Volunteer to teach English as a second language in local schools
- Take an International and Area Studies course
- Attend free cultural programs & events on campus
- Use GoinGlobal in Handshake to find international internships
- Participate in the Global Internship Program through BSA



Teamwork & Collaboration

- Join an intramural sports team or club through Cal Rec Sports
- Be an engaged & contributing team member in all class and student group projects
- Join (or start!) a student club you are interested in
- Participate in Alternative Breaks or a Residential Service Initiative through the Public Service Center
- Develop and collaborate on a DeCal
- Compile a team and enter the annual Big Ideas Competition



Technical Application

- Go beyond the basics of using Excel
- Take a LinkedIn Learning tutorial and other online courses to develop technical skills
- Seek out social media responsibilities in a student organization
- Create a LinkedIn profile and use it regularly
- Participate in a Hackathon
- Create a GitHub account and develop an app****
- Grow your research skills with the Summer Undergraduate Research Fellowship (SURF)