

## TIPS TO BE CAREER COMPETENT

### 1. **DISCOVERING** *your Priceful journey*

requires you to be introspective, and to identify your values and career interests. It requires you to know how to evaluate a broad range of opportunities and to recognize that there is an interplay between your professional, personal, spiritual, social and academic experiences. To land your first job, you will make short-term decisions; designing your future, however, is much more complex. Welcome the challenge!

### 2. **COMMUNICATE** *the Price advantage.*

What exactly did you do in that practicum, research project, leadership role? Can you identify *all* the skills a Price education affords you? Can you demonstrate these skills verbally, in writing, and in a presentation? Can you eloquently connect the dots between your academic and work experiences for employers?

### 3. **PLANNING** *is no longer just setting*

**goals.** Yes, set goals, but are they flexible if something changes? Career planning is about developing attainable goals and designing adaptive approaches to enter an occupation. To do this, you need to know market demands and research career trends. Have a plan and a backup plan, too.

### 4. **MARKET** *yourself in the global, internet economy.*

You have so much to contribute, but so does she. And, so does he! To be competitive, you need to create a professional, diversified brand strategy and skillfully use social media platforms to communicate your brand.

### 5. **BUILD** *your search strategy and your relationships.*

Utilize LinkedIn, specific websites of companies that are of interest to you, and a direct marketing approach. Know how to interpret job descriptions and match your talents to them. Understand the nuances of recruitment practices in public, private and nonprofit sectors. Master the art of networking as it remains the best way to get a job.

### 6. **DEVELOP** *high EQ, or emotional intelligence.*

Employers seek hires who can build collaborative relationships across difference, demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and learn from their mistakes. Use the great skills you are acquiring in class and throughout your internships to work well within a team structure and to manage conflict. Do this, and you will be in high demand.



## TIPS TO BE CAREER COMPETENT

### 7. **PROFESSIONALISM** *is expected.*

This is *not* only about attire. It is also about understanding work cultures, expectations and aligning your behavior with academic and industry standards. *How?* Learn the vernacular of your field; demonstrate personal accountability and effective work habits. Understand the impact of verbal and non-verbal communication. Got it? Good.

### 8. **APPLYING** *to jobs and internships is the time to crank up your productivity.*

Use all the career tools and strategies you've learned to earn interviews. This means you know how to author polished documents, how to source employment of interest, and how to effectively dispatch your documents and job search strategies to 20 – 50 opportunities. *Really? That many?!* Yes, this is what it takes.

### 9. **NAIL** *the interview.* Resumes and cover letters get you an interview. The interview gets you the job. You need to know how to match your skills to a job's requirements, communicate rich responses to diverse interview questions, and know how to communicate professionally through the whole process.

### 10. **LAND** *the job.* Offer negotiation is the art of understanding what comprises a job offer and skillfully arriving at one that satisfies both you and the employer. You will need to know how to research current wage trends, evaluate offer packages, use negotiation language and techniques, communicate your employment wishes and leverage distinct attributes you bring to the table. You can do this. We will help you.

**MANAGE** *your career over time.* Master these ten competencies and you will have the tools to build and sustain a meaningful career and relevant career network over time. As you do this, you will naturally seek mentors, transition to new opportunities with little gap in-between, and promote yourself for further growth in the workplace. You are now a Career Trojan. You are always Priceful.

### ARE YOU CAREER READY?

For more information seek our complete *Tommy Trojan guide*, sample resumes and more on *PriceNet*

