

career ready = life ready



Career Success Program Learning Milestones

Self Discovery

In this milestone, learners look at five areas:

- mindset and personality traits—which attitudes and traits do learners have that will help or hold them back in their career search and in life?
- values—which principles or qualities are important to them and do they want to live by?
- workplace preferences—what do and don't learners want in their work environment?
- skills—which skills do they have and which do they need to develop?
- interests—which careers best align with their interests?

Career Research

In this milestone, students focus on these areas:

- the career research process—what are the best steps to take to find career options?
- career resources—which resources are best to help explore careers?
- educational requirements for possible careers—what academic focus or major is best for the career options the student is considering?

Academic Plan

In this milestone, students focus on the following:

- Academic planning basics—students discover what's required of them in the academic planning process
- Mapping courses on a timeline— students explore how to create a “
- Adjusting their plan—students learn how to adjust their plan should they experience any bumps in the road

Develop a Personal Brand

In this milestone, students consider their personal brand. They examine how to:

- Identify their personal brand—what unique traits and skills do they bring to an employer?
- Communicate their brand—how can they communicate their brand effectively, both in person and online?

Career Portfolio

This milestone is all about communicating value in a résumé and cover letter.

In this milestone, learners focus on the following:

- Organizing information in a résumé and a job application—do they have all the information they need to create a résumé or complete a job application successfully?
- Building a résumé—do they know how to create a résumé that highlights their unique value?
- Creating a cover letter—how do they write a cover letter that will inspire employers to review their résumé and give them an interview?

Networking/Job Search

In this milestone, students look at ways to search for a job and create a network. They'll focus on these areas:

- Job-search strategies—what are the best ways to find a job in a career field they're interested in? Have they thought about volunteer positions or internships?
- Networking—do the students have a network in place, and how can they build one?
- Informational interviewing— are the students prepared to have an informational interview with someone in their chosen field?

Interviewing

In this milestone, learners focus on the following:

- Preparing for an interview—do learners know what they need to do to be ready to succeed in an interview situation?
- Different types of interview styles—are learners familiar with the different types of interviews they may have?
- Tough interview questions—are they prepared to answer the really hard questions?

Consider Your Opportunities

In this milestone, students do the following:

- Considering personal factors—when students have multiple options to consider, how does the student make the best decision?
- Evaluating the job offer and negotiating - if a student receives a job offer, how do they know if it's the right one for them and how do they negotiate to get what they deserve?