



Career Services

Grow with Google

HACU/HSI Grow with Google Career Readiness



&

NACE Career Readiness Competencies



Career & Self
Development

Communication

Critical
Thinking

Professionalism

Leadership

Teamwork

Equity &
Inclusion

Technology

Student, Faculty, and Staff Resource

Made possible through partnership with and resources provided by Grow with Google and the National Association of Colleges and Employers (NACE)

Prepared by Lisanette Rosario, Director of Career Services (2022), updated by Laura Hand (2024)

Eugenio María de Hostos Community College of The City University of New York (CUNY)

Office of Academic Affairs



Welcome to the HACU/ HSI Grow with Google Career Readiness program at Hostos Community College!

In this guide, we provide you with resources to help you get the most out of the Grow with Google learning paths, NACE Career Readiness Competencies, and CUNY Hostos Career Services supports. The Grow with Google Career Readiness program is designed to help you build your digital skills for today's workplace. Throughout the program and after completion, the Career Services team will help you articulate these skills through professional development as well as connect you to internship and job opportunities.

The program and the Career Services supports provided alongside the Grow with Google pathways are intended to help you gain skills to enter the professional workforce. The following guide will introduce you to the five unique learning paths included in Grow with Google, each of which contains video resources and other content to provide you with foundational digital skills through instruction and practice.

During the program, you will also connect with Career Services coaches for individualized and group activities to begin connecting your learning to practical experiences.

To start your journey off right, next, you'll learn about the Career Readiness program, NACE's career readiness competencies, Hostos Career Services, and how to get started! Check out the **Table of Contents** below to see what to expect in the coming guide. The activities in this guide can be completed in order or referenced as needed throughout the program.

Table of Contents

PROGRAM OVERVIEW	3
CAREER SERVICES	4
CAREER READINESS COMPETENCIES	5
<i>Sample Behaviors from NACE</i>	6
Career Assessments	12
Discover Your Path with the MBTI Assessment and Explore Exciting Careers!	12
Brief MBTI Assessment	13
Understanding MBTI Assessment Results	15
O*Net Online Career Assessment	18
HANDSHAKE	20
Are You Career Ready? Self-Assessment Tool	21
Get started with the Grow with Google, HACU/HSI Career Readiness Program	22
CAREER READINESS CURRICULUM OVERVIEW	23
Path 1: Build Your Digital Skills	24
Path 2: Explore Career Paths	25
Path 3: Land a Great Job	26
Path 4: Succeed at Your New Job or Internship	27
Path 5: Start Your Own Business	28
How to Succeed?	29
Career Readiness Certificates	30
Achieve Your Goals with A Comprehensive Career Portfolio	31
Résumé Sample	32
Résumé Contact Information: Professional Email	33
Professional Voicemail Set Up	34
Résumé Summary: Overview and Activity	35
Résumé Education Section	37
Résumé Experience: Identifying Accomplishments Activity	39
Action Verbs for Résumé Development	41
NACE Résumé Rubric	42
Résumé Review Activity	43
Cover Letter Overview	45
Cover Letter Template	46
LinkedIn Checklist	47
References Template	49
Interview Resources	50
NACE Competencies Learning Activity: Matching and Responding	51
Interview Rubric	54
Career Services Resources	56

PROGRAM OVERVIEW

The Grow with Google, Career Readiness Program and Hostos Community College, Career Services aim to help students become career ready by obtaining the digital tools and training they need to secure jobs and excel in the workplace.

WHAT IS CAREER READINESS?

Career readiness is defined as “a foundation from which to demonstrate requisite **core competencies** that broadly prepare the college-educated for success in the workplace and lifelong career management.

“For new college graduates, career readiness is key to ensuring successful entrance into the workforce. For higher education, career readiness provides a framework for addressing career-related goals and outcomes of curricular and extracurricular activities, regardless of the student’s field of study. For employers, career readiness plays an important role in sourcing talent, providing a means of identifying key skills and abilities across all job functions; similarly, career readiness offers employers a framework for developing talent through internship and other experiential education programs” (Reprinted courtesy of the National Association of Colleges & Employers).

WHAT ARE NACE’S CORE CAREER READINESS COMPETENCIES?

The National Association of Colleges and Employers (NACE) has identified *the top eight career competencies that employers across industries look for in new graduates*:

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

WHAT IS GROW WITH GOOGLE?

The Grow with Google initiative helps people across the U.S. develop their digital and professional skills, careers, and businesses. Grow with Google offers free tools, training, and events for job seekers and students, veterans and military families, educators, small businesses, and more. Grow with Google is excited to be able to assist your career center by giving you the digital tools and professional skills training you need to excel in your future endeavors – and, in doing so, help you develop your NACE Career Readiness Competencies!

Next, let’s take a closer look at **Career Services** and **Career Readiness Competencies** to better understand their relationship to Grow with Google Programming.



CAREER SERVICES

WHAT IS THE CAREER SERVICES OFFICE?

The Career Services Office is a university department that offers guidance and resources to students for career planning, professional development and access to opportunities. It provides workshops, counseling, and networking opportunities to help students transition from academics to professional life. Students can seek assistance with résumé building, interview preparation, and securing internships or full-time positions. Hostos students and alumni are welcome to reach out to the Hostos Community College Office of Career Services to obtain more information and take advantage of the resources available.

WHERE ARE THEY LOCATED?

For Hostos Community College students, the Office of Career Services is located at **120 E 149th Street, Room D210, Bronx, NY 10451**. If you're from another HACU/HSI institution, please check with your campus directory for specific location details. Always consult your college's website or administrative office for the most accurate and up-to-date information.

HOW DO I CONTACT THEM?

To contact the Hostos Career Services Office, Hostos students and alumni can reach out through Handshake or call **(718)-518-4468**. Regular office hours are Monday-Friday, 9:00am-5:00pm, with summer hours from 8:30am-6:00pm Monday-Thursday. Appointments can be scheduled on Handshake or you can visit the Career Lab during office hours.

WHAT DO THEY DO?

Student and Alumni Career Supports provided include:

- **Career Portfolio Support**
 - Access expert help on résumés, cover letters, and thank you letters.
 - Receive guidance in career decision making.
- **Interview Preparation**
 - Strengthen your skills through virtual or in-person mock interviews.
 - Access one-on-one coaching, workshops, and interview resources.
- **Career Development Events**
 - Attend workshops, career fairs, professional development seminars, and hiring events.
 - Access job and networking opportunities, apply to positions, and register for employer info sessions through your career resources portal (Handshake).
- **Internship/Job Search Assistance**
 - Discover and connect with employers on Handshake and LinkedIn.

CAREER READINESS COMPETENCIES

A Closer Look at Competencies for a Career-Ready Workforce



Career & 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 in anti-racist 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.

Courtesy of the National Association of Colleges & Employers

CAREER READINESS COMPETENCIES:

Sample Behaviors from NACE

In 2022, NACE created operational definitions, practical examples, and curated resources for each Career Readiness Competency. Below, the Hostos Career Services team has streamlined the sample behaviors outlined by NACE, matching them to the behaviors and skills emphasized in the Grow with Google and Career Services programs. Reflect on these behaviors: **Which do you already employ? Which could you enhance? Can these be visibly demonstrated? If so, when?**

Career & Self-Development

- ☐ **Self-awareness:** Recognize personal strengths and areas for improvement.
- ☐ **Feedback:** Proactively seek feedback for continuous improvement.
- ☐ **Career Planning:** Develop a clear strategy with objectives for future career goals.
- ☐ **Advocacy:** Professionally support oneself and colleagues.
- ☐ **Curiosity:** Demonstrate eagerness for learning by seeking new opportunities.
- ☐ **Role Selection:** Opt for roles promoting professional advancement.
- ☐ **Networking:** Build and capitalize on professional relationships.
- ☐ **Self-Improvement:** Seek chances for personal enhancement.
- ☐ **Continued Learning:** Engage in extra training or education for career progression.

Communication

- ☐ **Skills:** Showcase proficiency in verbal, written, and non-verbal communication.
- ☐ **Active Engagement:** Use listening, persuasion, and influence effectively.
- ☐ **Clarity:** Deliver structured and easily comprehensible communications.
- ☐ **Diversity Awareness:** Address varied communication styles and cultural nuances.
- ☐ **Information Gathering:** Ask the right questions to gather specific details.
- ☐ **Guidance:** Proactively request advice during challenging scenarios.

Critical Thinking

- ☐ **Judgment:** Use sound reasoning in decision-making processes.
- ☐ **Information Analysis:** Examine information from varied sources for problem resolution.
- ☐ **Prioritization:** Anticipate requirements and rank tasks effectively.
- ☐ **Data Interpretation:** Analyze data accurately while being aware of biases.
- ☐ **Decision Communication:** Relay decisions, acknowledging the diverse viewpoints of stakeholders.
- ☐ **Multitasking:** Efficiently handle multiple tasks in high-pressure situations.

Equity & Inclusion

- ☐ **Feedback:** Solicit feedback from diverse cultures to enhance inclusivity in decisions.
- ☐ **Contribution:** Play a role in fostering equitable and inclusive practices.
- ☐ **Advocacy:** Champion inclusion and equity for marginalized communities.
- ☐ **Global Experience:** Actively pursue cross-cultural interactions for a better understanding and personal growth.
- ☐ **Open-mindedness:** Embrace diverse ideas and new thought processes.
- ☐ **Systemic Barriers Removal (Social Determinants of Health):** Identify and eliminate racism, biases, and inequities.
- ☐ **Flexibility:** Adapt readily to varied environments.

Leadership

- ☐ **Inspiration:** Motivate oneself and others towards a shared vision.
- ☐ **Resourcefulness:** Utilize diverse resources and feedback.
- ☐ **Innovation:** Think beyond conventional methods.
- ☐ **Role Model:** Approach tasks with confidence and positivity.
- ☐ **Encouragement:** Motivate peers by building mutual trust.
- ☐ **Project Management:** Oversee projects from inception to evaluation.

Professionalism

- ☐ **Integrity:** Act equitably with responsibility to oneself and the organization.
- ☐ **Personal Branding:** Maintain a positive personal brand aligned with organizational values.
- ☐ **Preparedness:** Always be ready and present.
- ☐ **Dependability:** Showcase reliability, e.g., punctuality.
- ☐ **Task Management:** Prioritize tasks to meet organizational objectives, Grow with Google goals, and the Hostos Community College mission.
- ☐ **Exceeding Expectations:** Consistently surpass goals.
- ☐ **Attention to Detail:** Produce error-free work.
- ☐ **Dedication:** Show commitment towards excellence.

Teamwork

- ☐ **Listening Skills:** Listen without interruption and ask relevant questions.
- ☐ **Conflict Management:** Handle disputes with diverse personalities effectively.
- ☐ **Accountability:** Be responsible for individual and team outcomes.
- ☐ **Strength Utilization:** Use personal talents to complement team abilities taking advantage of appropriate tools and assessments.
- ☐ **Compromise:** Exhibit flexibility and agility in team settings.
- ☐ **Collaboration:** Work together to achieve shared objectives.
- ☐ **Relationship Building:** Establish positive connections with superiors, teammates, and networks.

Technology

- ☐ **Adaptability:** Embrace technological changes and learn new tools.
- ☐ **Efficiency:** Use technology to enhance productivity.
- ☐ **Software and Hardware:** Choose the right technology for specific tasks.
- ☐ **Integration:** Manage tech resources to make informed decisions.
- ☐ **Quick Learning:** Adapt swiftly to novel technologies.
- ☐ **Information Management:** Manipulate data and leverage tech to meet strategic objectives.

In which behaviors do you excel? List three of your strongest skills/behaviors. Please note that these may change over time.

_____, _____, and _____.

Which behaviors do you need to improve? List three of your weakest skills/behaviors. Please note that these may change over time.

_____, _____, and _____.

Can you recall a specific instance where you utilized one of these behaviors or skills to attain success?

Describe the situation and the insights you gained from that experience.

Career Services Learning Activity: Mapping NACE Competencies to Supportive Services

Objective: To help students understand and utilize the supportive career services in relation to the NACE career readiness competencies.

Instructions:

1. Discussion/Research (10 minutes): Begin by discussing (in groups) or researching (individually) what each of the NACE career readiness competencies means to you and your peers. Take notes.

2. Mapping Exercise (20 minutes): Consider how each service can support the development or showcasing of the respective competency. Put a checkmark or write a brief description in the corresponding cell of the matrix. Some activities and services may involve more than one NACE competency.

Competency/Service Mapping Matrix

Competency/Service	Career Portfolio Support	Interview Preparation	Career Development Events	Job Search Assistance
Career & Self Development				
Communication				
Critical Thinking				
Equity & Inclusion				
Leadership				
Professionalism				
Teamwork				
Technology				

3. Share Out (15 minutes): Share your insights (if in groups). Discuss any differences or additional ideas.

4. Individual Reflection (10 minutes): Reflect on your current strengths and areas you wish to develop further in relation to the competencies. You should identify which specific supportive services would best help you develop or showcase the competencies.

5. Wrap-up (5 minutes): Discuss/take note of the benefits of using these supportive services intentionally to both develop and showcase the NACE competencies.

Sample Matrix Responses:

Competency/Service	Career Portfolio Support	Interview Preparation	Career Development Events	Job Search Assistance
Career & Self Development	☐ Seek guidance in career decision making and set goals ☐ Connect with micro-credentials ☐ Experiential Learning/Internships	☐ Participate in one-on-one coaching ☐ Informational interviews	☐ Attend professional development seminars ☐ Guest speakers, alumni, and expert panels ☐ Job shadow ☐ Career fair and industry tour	☐ Discover and connect with employers ☐ Career path discussions ☐ Examine workforce trends
Communication	☐ Expert help on career documents, including résumés and cover letters ☐ Create writing samples, papers, and essays	☐ Strengthen skills through mock interviews ☐ Group discussions	☐ Register for and participate in employer info sessions, asking questions	☐ Learn to communicate through LinkedIn and Handshake
Critical Thinking	☐ Edit capstone and curricular materials for career portfolios	☐ Workshops on interview strategies	☐ Attend workshops on industry insights ☐ Engage real world problems ☐ Global Scholars Achieving Success	
Equity & Inclusion	☐ Inclusive language	☐ Workshops on diversity & inclusion in interviews	☐ Attend workshops on diversity in the workplace	
Leadership	☐ Highlight leadership experiences in résumé	☐ Discuss leadership experiences in mock interviews	☐ Network with leaders at hiring events	☐ Receive or provide peer coaching ☐ Facilitate discussions ☐ Leadership training
Professionalism	☐ Guidance on crafting a professional cover letter and thank you letters ☐ Send a professional email	☐ One-on-one coaching on professional behavior	☐ Learn about professional expectations at seminars ☐ Practice professionalism while networking	☐ Identify professional organizations to join or apply to (e.g., 1199, 32BJ SEIU)
Teamwork	☐ Highlight teamwork experiences in résumé	☐ Discuss teamwork in mock interviews	☐ Network and collaborate at career fairs	
Technology	☐ Highlight tech skills on résumé ☐ Use Microsoft Word to build résumé ☐ Build a web portfolio	☐ Workshops on tech-interview strategies	☐ Attend tech-specific hiring events	☐ Connect with tech employers

Post-Activity Note: Plan to regularly revisit this matrix as you continue to develop your skills and competencies, adjusting your use of supportive services accordingly.

Did your response align with the sample response? Do you agree with the example responses? Why or Why not?

If not, that's okay! Creatively applying and forming connections between competencies and practices is an important part of better understanding your objectives and attainments in this program. See if the expanded descriptions of some supportive services below impact your responses. Do they change your responses on the matrix? Why or Why not?

Expanded Descriptions of Services

- **Career Decision Making:** Career Advisors help you choose a career self-assessment tool to examine your values, personality, interests, and abilities. Then, based on the results, they will either suggest some possible options or help you figure out if the career you have in mind is suitable for you. The career advisor/coach you work with also will help you decide what academic major will help you meet your goals.
- **Résumé and Cover Letter Writing:** Career services offices help students write their résumés and cover letters. They often conduct workshops and provide one-on-one sessions during which they critique résumés and cover letters. They may provide templates and feedback (such as the template provided later on in this guide).
- **Interview Preparation:** Individualized sessions, mock interviews, and workshops help you learn articulate your skills and experience and connect your skills and experience to the positions to which you are applying. Additionally, support is provided with how to present yourself well in a job interview, from what to wear to what questions to expect. In virtual and in-person mock interview sessions, you can practice your skills with a live or virtual coach.
- **Recruiting:** Career services offices host virtual and on-campus recruitment events and career fairs. Students can access the HANDSHAKE career link (Hostos Community College's career services management system) to look at employment and internship listings, register for workshops and schedule appointments with counselors and on-campus recruiters. They can also upload résumés into a searchable database which employers can then use to recruit applicants.
 - *Academic Field Experience/Internship* – with the assistance of your Professor, career service advisors will help you prepare for an internship so you obtain real-world experience before you graduate.
 - *Job Search Orientation* – career advisors guide you as you start developing a job search strategy.
- **Networking:** The Career Services Office collaborates with the Alumni Relations Office to help you find on- and off-campus virtual and in-person networking events where you can connect with professionals in your potential career. Alumni, especially, are often enthusiastic about providing advice, helping students connect with opportunities, and linking students and other graduates to those making the hiring decisions at their companies.

...Now that you have a basic understanding of the NACE Career Readiness Competencies and are more familiar with the Career Services available, let's try getting to know you a little better so we can begin mapping your next steps on your Grow with Google Career Readiness pathway!

In the next section of the guide, you'll be introduced to **Career Assessments** through the Myers-Briggs Type Indicator (MBTI) mini assessment. Assessments like MBTI can give you unexpected insight into opportunities you can pursue moving forward! As a reminder, if you have questions about these processes, you should feel encouraged to use Google to conduct research or reach out to your Career Services Office.

Career Assessments

Discover Your Path with the MBTI Assessment and Explore Exciting Careers!

Are you ready to unlock your potential and embark on a journey of self-discovery? The Myers-Briggs Type Indicator (MBTI) mini assessment can guide you on a path towards understanding your unique personality and exploring career possibilities that align with who you are.

What is the MBTI Assessment?

The MBTI assessment is a renowned tool that helps you understand your personality preferences, strengths, and natural inclinations. By identifying your personality type, you'll gain a deeper understanding of how you interact with the world, make decisions, and approach challenges.

Why Take the MBTI Assessment?

- **Self-Discovery:** Uncover your natural preferences and strengths, shedding light on what energizes and motivates you.
- **Career Alignment:** Discover careers that resonate with your personality type, helping you make informed choices about your future.
- **Improved Communication:** Understand how you relate to others and enhance your interpersonal skills in both personal and professional settings.

How to Get Started:

- **Exploration:** Meet with a Career Advisor to guide you through understanding MBTI and explaining results.
- **Assessment:** Take an [assessment online](#) – it's easy and only takes about 15 minutes or complete the mini assessment on the next page.
Scan the code for the online assessment.
- **Career Path Exploration:** Learn how to explore careers that align with your personality type, passions, and interests.



Whether you're wondering what career is right for you, seeking a new job, working on improving workplace communication or looking to find more fulfillment in your current role, understanding your unique personality — and those of others — can help ([Career | True You Journal \[truity.com\]](#)).

Benefits of Exploring Careers:

- Gain clarity about your career direction and goals.
- Make more informed decisions about your major and future studies.
- Understand the skills and strengths needed for your desired professions.
- Unlock opportunities for internships, networking, and skill development.

In the following mini assessment, you'll check off the answers that align best with your initial response to the numbered question (e.g., "1. Where is your energy naturally directed?"). Then sum your check marks in each column and write the total in the appropriate space for each question (e.g., "Extravert (E)=7" for the sum of the first column on the left and "Introvert (I)" for the sum of the first column on the right). The letter with the higher number of check marks (out of 9 possible in each category) is your MBTI letter type for that question and should be written in the corresponding space (e.g., "Letter #1").

Brief MBTI Assessment

1. Where is your energy naturally directed?

Extraverts often:

- ☐ Have high energy
- ☐ Talk more than listen
- ☐ Think out loud
- ☐ Act, then think
- ☐ Like to be around people a lot
- ☐ Prefer a public role
- ☐ Can sometimes be easily distracted
- ☐ Prefer to do lots of things at once
- ☐ Are outgoing & enthusiastic

Introverts often:

- ☐ Have quiet energy
- ☐ Listen more than talk
- ☐ Think quietly inside their heads
- ☐ Think, then act
- ☐ Feel comfortable being alone
- ☐ Prefer to work "behind the scenes"
- ☐ Have good powers of concentration
- ☐ Prefer to focus on one thing at a time
- ☐ Are self-contained and reserved

Extravert (E)= _____ Introvert (I)= _____

Letter #1 = _____

2. What kind of information do you naturally notice and remember?

Sensors often:

- ☐ Focus on details & specifics
- ☐ Admire practical solutions
- ☐ Notice details & remember facts
- ☐ Are pragmatic- see what is
- ☐ Live in the here-and-now
- ☐ Trust actual experience
- ☐ Like to use established skills
- ☐ Like step-by-step instructions
- ☐ Work at a steady pace

Intuitives often:

- ☐ Focus on the big picture & possibilities
- ☐ Admire creative ideas
- ☐ Notice anything new or different
- ☐ Are inventive- see what could be
- ☐ Think about future implications
- ☐ Trust their gut instincts
- ☐ Prefer to learn new skills
- ☐ Like to figure things out for themselves
- ☐ Work in bursts of energy

Sensing (S)= _____ Intuition (N)= _____

Letter #2 = _____

3. How do you decide or come to conclusions?

Thinkers often:

- ☐ Make decisions objectively
- ☐ Appear cool and reserved
- ☐ Are most convinced by rational arguments
- ☐ Are honest and direct
- ☐ Value honesty and fairness
- ☐ Take few things personally
- ☐ Are good at seeing flaws
- ☐ Are motivated by achievement
- ☐ Argue or debate issues for fun

Feelers often:

- ☐ Decide based on values and feelings
- ☐ Appear warm and friendly
- ☐ Are most convinced by how you feel
- ☐ Are diplomatic and tactful
- ☐ Value harmony and compassion
- ☐ Take many things personally
- ☐ Are quick to compliment others
- ☐ Are motivated by appreciation
- ☐ Avoid arguments and conflicts

Thinking (T)= _____ Feeling (F)= _____

Letter #3 = _____

4. What kind of environment makes you most comfortable?

Judgers often:

- ☐ Like to have things settled
- ☐ Take responsibilities seriously
- ☐ Pay attention to time and are usually on time
- ☐ Prefer to finish projects
- ☐ Work first, play later
- ☐ Seek closure
- ☐ See the need for most rules
- ☐ Like to make and stick with plans
- ☐ Find comfort in schedules

Perceivers often:

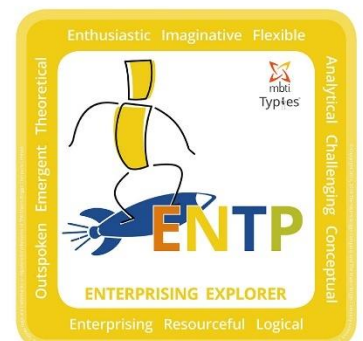
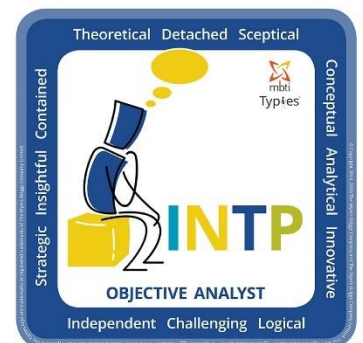
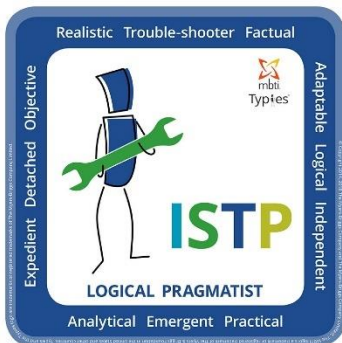
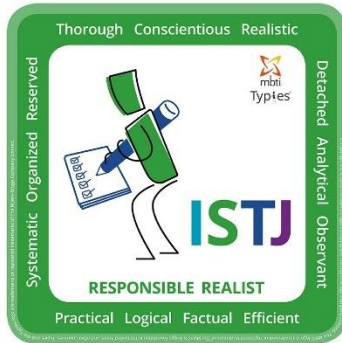
- ☐ Like to keep their options open
- ☐ Are playful and casual
- ☐ Are less aware of time and may run late
- ☐ Prefer to start projects
- ☐ Play first, work later
- ☐ May have difficulty making some decisions
- ☐ Question the need for many rules
- ☐ Like to keep plans flexible
- ☐ Want the freedom to be spontaneous

Judging (J)= _____ Perceiving (P)= _____

Letter #4 = _____

My Four-Letter Type: _____

TYPES STEP I



Understanding MBTI Assessment Results

Assessments such as the MBTI can offer a variety of meaningful insights. For example, certain career pathways may align better with your needs or interests. An extroverted individual may be more interested in a career pathway that involves extensive interaction and communication, whereas an introverted person may have other needs. **Check out the chart below to see how career choices often align to Myers Briggs personality types.**

But remember, your Myers Briggs Type is meant to give you guidance, not choose a career for you or stop you from exploring a particular career pathway you are interested in. If you have questions about how your MBTI results can inform your career pathway, reach out to one of our career advisors or coaches.

Personality Type	Sampling of Careers
ISTJ	Management, Administration, Law enforcement, Accounting
ISFJ	Education, Healthcare, Religious settings
INFJ	Religion, Counseling, Teaching, Art
INTJ	Scientific fields, Technical fields, Computers, Legal field
ISTP	Skilled trades, Technical fields, Agriculture, Law enforcement, Military
ISFP	Healthcare, Business, Law enforcement
INFP	Counseling, Writing, Arts
INTP	Scientific fields, Technical fields
ESTP	Marketing, Skilled trades, Business, Law enforcement, Applied technology
ESFP	Healthcare, Teaching, Coaching, Skilled trades, Childcare provider
ENFP	Counseling, Teaching, Religion, Arts
ENTP	Science, Management, Technology, Arts
ESTJ	Management, Administration, Law enforcement
ESFJ	Education, Healthcare, Religion
ENFJ	Religion, Arts, Teaching
ENTJ	Management, Leadership

Were you surprised at the career pathways that aligned with your results? Why or why not?

First, circle your MBTI type. Then, circle careers you think you may be interested in. Do they align? If they do not align, what letters differ? These differences can provide insight into skills you may need to develop and challenges you may encounter on your pathway of interest. If you don't see your career of interest, don't worry.

To better understand the alignment of roles to personality types, we want to better understand the competencies, skills, and tasks of a role, which can be found on O*Net Online. In the next section of the guide, we'll dive deeper into our interests and career possibilities with **Handshake** and **O*Net Online**.

Discovering Careers with O*Net Online: A Guide for Grow with Google Participants at Hostos Community College

As you embark on your academic and professional journey with Grow with Google, it's essential to have the right tools and resources to illuminate your path. Whether you're just starting to explore potential career avenues or are looking to refine and understand your career choices better, O*Net Online is a resource you'll find invaluable.

The screenshot displays the O*NET OnLine website interface. At the top, there is a navigation bar with the O*NET OnLine logo and a search bar for "Occupation keyword search" with a "Go" button. Below the navigation bar, there are several main sections:

- O*NET OnLine features:** Includes a banner image of a construction crane and a list of features: Introduction, Occupation Keyword Search (with a search bar for "dental assistant" and examples: 25-1011.00, dental assistant), Find Occupations (with a list of categories: Bright Outlook, Career Cluster, Hot Technology, Industry, Job Family, Job Zone, STEM, All Occupations), Advanced Searches (with a list of categories: Job Duties, Professional Associations, Related Activities, Soft Skills, Technology Skills), Browse by O*NET Data (with a list of categories: Abilities, Interests, Knowledge, Skills (Basic), Skills (Cross-Functional), Work Activities, Work Context, Work Styles, Work Values), and Crosswalks (with a list of categories: Military, Education, Occupation Handbook, SOC, DOT, RAPIDS, ESCO).
- More career sites & resources:** Includes a banner image of a collage of people and a section titled "I want to be a..." with a description of the O*NET Interest Profiler and a "Find your career at My Next Move" button.
- ATTN: VETERANS:** Includes a section for veterans to put their military skills and experience to work in civilian life, with a search bar for "Army (MOS)" and a "Go" button.
- ¿Habla español?:** Includes a section for Spanish speakers with a description of the Mi Próximo Paso tool and a "Visite Mi Próximo Paso" button.
- O*NET Resource Center:** Includes a section for professionals and developers, with links to various resources: Current O*NET data files, Interest Profiler, License agreements, O*NET Content Model, O*NET-SOC occupation taxonomy, Reports and documents, Training videos, and Web Services. It also has a search bar for the Resource Center and a "Go" button.
- O*NET Updates:** Includes a section for updates with a description of the updates and social media icons for email, Facebook, and Twitter.

At the bottom of the page, there is a footer with navigation links: Help, Find Occupations, Advanced Searches, O*NET Data, Crosswalks, and Sites.

SCAN ME



What is O*Net Online?

O*Net Online is a comprehensive database, developed by the U.S. Department of Labor, that provides detailed information about various occupations. Unlike other job platforms, O*Net offers deep insights into the knowledge, skills, abilities, and other characteristics (often referred to as 'KSAs') required for many jobs. This makes it a particularly fitting companion for students like you who are in the process of taking assessments like MBTI and Career Finder.

Why O*Net?

1. **In-depth Job Descriptions:** Ever wondered what a day in the life of a [data scientist](#) or a [medical technician](#) looks like? O*Net provides detailed job descriptions, offering a closer look at what to expect.
2. **Connection with Assessments:** Your MBTI results or Career Finder outcomes can sometimes be abstract. O*Net can help bridge the gap between your assessment results and real-world professions, allowing you to see where your skills and personality traits align in the job market.
3. **Job Growth and Trends:** Stay updated on the latest job market trends, including which professions are in demand, average salaries, and projected industry growth.
4. **Customizable Search:** Tailor your search based on your interests, skills, or even specific tools and technology you wish to work with.

Businesses and human resources professionals use O*NET to:

- Develop effective job descriptions quickly and easily.
- Expand the pool of quality candidates for open positions.
- Define employee and/or job-specific success factors.
- Align organizational development with workplace needs.
- Refine recruitment and training goals.
- Design competitive compensation and promotion systems.

Scan to try O*Net for yourself!



Job seekers use O*NET to:

- Find out which jobs fit with their interests, skills, and experience.
- Explore growth career profiles using the latest available labor market data.
- Research what it takes to get their dream job.
- Maximize earning potential and job satisfaction.
- Know what it takes to be successful in their field and in related occupations.

Getting Started:

Navigating O*Net is straightforward. Begin by exploring the "Occupation Quick Search" to look for careers that align with your current interests. As you dive deeper into assessments and gain a clearer understanding of your aptitudes and preferences with Hostos Career Services, you can delve into O*Net's more advanced features, aligning your unique profile with promising career pathways.

While the journey of self-discovery and career exploration can sometimes feel daunting, resources like O*Net Online make the process insightful and actionable. As you Grow with Google and leverage the support of Hostos Community College, remember that each assessment, each counseling session, and each hour of exploration brings you one step closer to your dream career. Happy exploring!

For more tips, explore [My Next Move](#), which is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers. *Scan the QR code to check out My Next Move.*



O*Net Interest Profiler Career Assessment

O*Net Interest Profiler is an excellent resource for Hostos students and alumni to explore potential career paths. The foundation for this tool is the data provided by the U.S. Department of Labor's O*Net Online. Through a series of instinctive and rapid-fire questions, the tool provides personalized career suggestions and resources.

Steps to Use the Interest Profiler Tool:

1. **Access the Tool:**

Visit the O*NET Interest Profiler website or access it through your career counseling computer lab.

2. **Start the Assessment:**

Begin by reading the introduction to understand the purpose of the assessment and how your interests will be evaluated.

3. **Answer the Questions:**

Respond to a series of questions about your interests in different activities. You will be asked to indicate your level of interest on a scale, usually ranging from "Strongly Dislike" to "Strongly Like."

4. **Complete All Sections:**

Ensure you answer all the questions to get the most accurate results. There may be several sections focusing on different types of activities or work environments.

5. **Review Your Results:**

Once you've completed the assessment, review your results. The profiler will categorize your interests into six areas: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional (RIASEC).

6. **Explore Career Options:**

Based on your interest profile, explore careers that match your interest areas. The tool will provide suggestions and information about various professions that align with your interests.

7. **Plan Your Career Path:**

Use the information from the profiler to guide your career planning. Consider educational requirements, potential career paths, and further steps to achieve your career goals.

8. Seek Further Guidance:

If needed, consult a career counselor to discuss your results and plan your next steps. They can provide additional resources and advice based on your profile.

9. Save or Print Your Results:

Save or print your results for future reference. This can be helpful when discussing your career plans with counselors, teachers, or family.

10. Reassess Periodically:

Interests can change over time. Consider retaking the assessment periodically to see if your interests have shifted and to explore new career options.

My Next Move:



Alternative Option: Consider using the MBTI to majors and careers resources for similar career guidance.

Resources:

- [O*Net Online](#)
- [Job Zone](#)

The O*Net Interest Profiler, with its foundation in reputable labor data, offers an efficient way for students to explore potential careers aligned with their interests and skills. We encourage all Hostos students and alumni to make the most of this valuable resource.

CAREER SERVICES OFFICE

D-210 | WWW.HOSTOS.CUNY.EDU/CSO | 718-518-4468

Handshake

STUDENT GUIDE FOR CAREER SUCCESS

Handshake

WHAT IS HANDSHAKE?

Handshake is a digital career services platform where students and alumni can: search for jobs and internships, access career resources, and network with employers.

BUILD AN EFFECTIVE PROFILE.

- Upload a professional photo.
- Write a compelling headline and summary.
- List your skills, experiences, and education.

EXPLORE OPPORTUNITIES.

- Use keywords to search for relevant positions.
- Set up job alerts for new opportunities.
- Apply filters to narrow down results.

NETWORKING TIPS.

- Attend virtual career fairs and workshops.
- Connect with recruiters and other students.
- Engage in meaningful conversations and follow up.



Visit the Website

Go to: [Handshake](https://joinhandshake.com)



<https://joinhandshake.com>

Enter your Email

Sign up with your school email. Use your "stu.hostos.cuny.edu" email to get quicker access.

Create Password

Set up your password. There is an 8 character minimum.

Confirm by Email

Handshake will send you an email confirmation. Open the email and click on the confirmation link.

Access the App

For mobile access, download the Handshake app.

1

2

3

4

5

6

7

8

9

Join Today

Click "Sign up"

Look for the "sign up" button, usually located in the top right corner of the page.

Select Hostos

Use the search bar to find Hostos. Hostos partners with Handshake, so you might already have an account. The app will let you know!

Set up a Profile

Fill in the required information: Name, major, school, graduation month and year, and EMPLID.

Explore & Apply

Once your account is set up, start exploring events, resources, and job and internship opportunities.

Return to
Table of
Contents

Are You Career Ready? Self-Assessment Tool

Review the definition of each competency and assess your level of competency development (e.g., Need to Develop, Developing, Excelling). Complete this tool prior to Grow with Google sign up then update as directed and on pathway completion.

 Career & Self Development Actively pursue personal and professional growth, recognize strengths and weaknesses, seek career opportunities, and network extensively.	 Communication Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
Need to Develop ☐ Developing ☐ Excelling ☐	Need to Develop ☐ Developing ☐ Excelling ☐
Ways to develop this competency: • Meet with a Career Advisor in Career Services. • Take a Career Assessment, develop career goals. • Earn a Grow with Google Career Readiness Certificate. • Examine Workforce Trends and discuss Career Paths. • Schedule Informational Interviews. • Participate in conferences, panels, career fairs, and workshops.	Ways to develop this competency: • Communicate in a clear and organized manner. • Prepare for interviews. • Write and proof-read Résumés, Cover Letters, and papers. • Prepare and deliver reports and engage in discussions. • Participate in Writing Projects, Debates, and Presentations.
 Critical Thinking/Problem Solving Identify and respond to needs, understanding context and logically analyzing relevant information.	 Professionalism Adapt to different work environments, show strong work habits, and prioritize community interests.
Need to Develop ☐ Developing ☐ Excelling ☐	Need to Develop ☐ Developing ☐ Excelling ☐
Ways to develop this competency: • Devise an action plan with specific steps to solve a problem at work or in your academic studies. • Brainstorm solutions to a problem before bringing the problem to a supervisor/ professor. • Activate your mind—read, do puzzles, write, etc. • Proactively anticipate needs and prioritize action steps.	Ways to develop this competency: • Complete an internship or work-study opportunity. • Demonstrate dependability (e.g., report consistently for work or meetings). • Prioritize and complete tasks to accomplish goals. • Have an attention to detail, resulting in few if any errors. • Show a high level of dedication toward doing a good job.
 Leadership Recognize and capitalize on personal and team strengths to achieve organizational goals.	 Teamwork Build and maintain collaborative relationships, working effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.
Need to Develop ☐ Developing ☐ Excelling ☐	Need to Develop ☐ Developing ☐ Excelling ☐
Ways to develop this competency: • Take a leadership role in a group or organization. • Demonstrate initiative at your job/internship by taking on additional responsibilities or innovating new methods. • Use a positive attitude to motivate team members.	Ways to develop this competency: • Listen carefully to others, taking time to understand and ask appropriate questions without interrupting. • Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience. • Collaborate in projects to achieve common goals.
 Equity & Inclusion Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people across local and global cultures. Engage in practices that actively challenge the systems, structures, and policies of racism.	 Technology Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
Need to Develop ☐ Developing ☐ Excelling ☐	Need to Develop ☐ Developing ☐ Excelling ☐
Ways to develop this competency: • Openly learn, make efforts to meet people with diverse cultural views, and make inclusive and equitable decisions. • Seek global cross-cultural connections and experiences that foster personal growth and knowledge of diverse demographic groupings. • Identify, address, and eliminate individual/systemic racism, injustices, and biases.	Ways to develop this competency: • Use technology to improve efficiency and productivity. • Identify appropriate technology for completing tasks. • Gain proficiency in Microsoft Office (e.g., Word, Excel). • Develop the technical skills necessary for success in your specific career field. • Learn about an emerging technical trend in your specific career field.

Get started with the Grow with Google, HACU/HSI Career Readiness Program

The Grow with Google Career Readiness Program provides interactive learning paths that will help students build both the digital and practical skills they need to acquire and thrive in internships or post-college jobs. The curriculum includes lessons on résumé writing, interview techniques, and how to succeed in a new job. It teaches and reinforces professional skills through projects that deliver tangible outcomes, such as a résumé or cover letter.

Students should choose one path to begin and work through all the core lessons to provide a complete digital skills curriculum for the selected topic. Students may choose additional paths to complete, depending on their career goals, needs, and available time.

Access the learning paths:

1. Go to g.co/AppliedDigitalSkills
2. Click "Sign in" in the top right
3. Sign in with your Google account, or create a new one
4. Click "I am a student"
5. Click "Join a class" and enter class code (each Learning path has a unique code below)



5 LEARNING PATHS

Path 1: Build Your Digital Skills

Students explore a variety of Google digital tools and how they can be used to increase productivity in the workplace and in everyday life.

Core lessons: *Understand Your Digital Footprint, Communicate Using Email, Avoid Online Scams, Track Your Monthly Expenses, Organize Group Projects in Google Sheets, Evaluate Credibility of Online Sources*

Class Code: dfw299

Path 2: Explore Career Paths

Students research career paths to determine which career might be right for them. Then, they create a career plan and start networking to find a job in the field.

Core lessons: *Research Career Paths, Explore Career Paths in Local Industries, Explore Careers by Interviewing Professionals, Try a Career in Project Management, Explore Data Center Careers, Try a Career in UX Design, Try a Career in Data Analytics*

Class Code: k75vkd

Path 3: Land a Great Job

Students use digital tools to search for a job, write a résumé and cover letter, and learn how to stand out in interviews while conveying their personal brand.

Core lessons: *How to Write a Cover Letter, Create a Résumé in Google Docs, Prepare for a Successful Job Interview, Build Your Professional Brand, Build Your Professional Network, Introduction to Update Your Résumé for Your Civilian Job Search*

Class Code: qvr4xw

Path 4: Succeed at Your New Job

Students practice running efficient meetings, managing projects, and presenting to organizational stakeholders.

Core lessons: *Prepare for Your First Day of Work, Communicate Effectively at Work, Plan Effective Meetings, Negotiate Your Salary*

Class Code: b8pd6q

Path 5: Start Your Own Business

Students research business opportunities, write a business plan, and estimate the financing they'll need to create their own business.

Core lessons: *Prepare For Your Business Plan, Write a Business Plan, Estimate Financing for Your Business Plan, Build Your Online Business*

Class Code: 4nh6zv

CAREER READINESS CURRICULUM OVERVIEW

The Grow with Google Career Readiness Program contains interactive learning paths that will help students build both the digital and practical skills they need to acquire and thrive in internships or post-college jobs. The curriculum includes lessons on résumé writing, interview techniques, and how to succeed in a new job. It teaches and reinforces professional skills through projects that deliver tangible outcomes, such as a résumé or cover letter.

Students should choose one path to begin and work through all the core lessons to provide a complete digital skills curriculum for the selected topic. Students may choose additional paths to complete, depending on their career goals, needs, and available time.

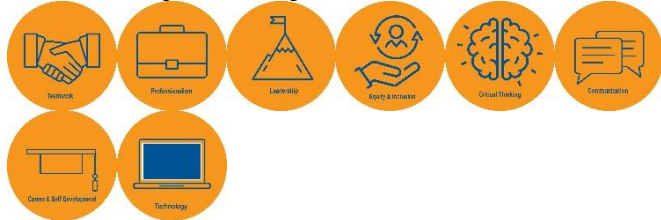
Learning Paths and Career Readiness Competencies

Path 1: Build Your Digital Skills: Students explore a variety of Google digital tools and how they can be used to increase productivity in the workplace and in everyday life.

Core lessons:

Understand Your Digital Footprint, Avoid Online Scams, Track Your Monthly Expenses, Organize Group Projects in Google Sheets, Evaluate Credibility of Online Sources

Career Development Competencies:



Path 3: Land a Great Job: Students use digital tools to search for a job, write a résumé and cover letter, and learn how to stand out in interviews while conveying their personal brand throughout.

Core lessons: How to Write a Cover Letter, Create a Résumé in Google Docs, Prepare for a Successful Job Interview, Build Your Professional Brand, Build Your Professional Network, Introduction to Update Your Résumé for Your Civilian Job Search

Career Development Competencies:



Path 2: Explore Career Paths: Students research possible career paths to figure out which career might be right for them. Then, they create a career plan and start networking to help them find a job in the field.

Core lessons: Research Career Paths, Explore Career Paths in Local Industries, Explore Careers by Interviewing Professionals, Try a Career in Project Management, Explore Data Center Careers, Try a Career in UX Design, Try a Career in Data Analytics

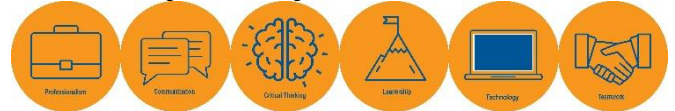
Career Development Competencies:



Path 4: Succeed at Your New Job: Students practice running efficient meetings, managing projects, and presenting to organizational stakeholders.

Core lessons: Prepare for Your First Day of Work, Communicate Effectively at Work, Plan Effective Meetings, Negotiate Your Salary

Career Development Competencies:



Path 5: Start Your Own Business: Students research business opportunities, write a business plan, and estimate the financing they'll need to create their own business.

Core lessons: Prepare For Your Business Plan, Write a Business Plan, Estimate Financing for Your Business Plan, Build Your Online Business

Career Development Competencies:



Path 1: Build Your Digital Skills

In this path, students explore a variety of digital tools and how they can be used to increase productivity in the workplace and in everyday life. If you choose just one core lesson in this path, we recommend the lesson marked with *.

CORE LESSONS

Understand Your Digital Footprint

Think about the actions you take online and then create a visual picture of your digital footprint in Google Sheets.

⌚ 45-90 minutes

→ **Skills:** Data visualization, digital collaboration, file sharing, internet search, spreadsheet organization

→ **Digital Tools:** Sheets

Communicate Using Email

Students will practice composing, sending, and replying to emails to learn how to effectively communicate (personally and professionally).

⌚ 45-90 minutes

→ **Skills:** Account creation, communication, digital collaboration, effective communication, file sharing, sorting and filtering

→ **Digital Tools:** Gmail

Avoid Online Scams

Learn to identify and avoid online scams.

⌚ 45-90 minutes

→ **Skills:** Digital collaboration, document formatting, file sharing

→ **Digital Tools:** Docs

Track Your Monthly Expenses

Use a spreadsheet to track your monthly expenses.

⌚ 45-90 minutes

→ **Skills:** Conditional formulas, organizing data, spreadsheet organization

→ **Digital Tools:** Sheets

Organize Group Projects in Google Sheets

Collaborate with a group to organize a project in Google Sheets.

⌚ 45-90 minutes

→ **Skills:** Communication, digital collaboration, spreadsheet design, spreadsheet organization

→ **Digital Tools:** Search, Sheets

Evaluate Credibility of Online Sources

Determine if a source is credible using a table of key questions in a document.

⌚ 45-90 minutes

→ **Skills:** Identify relevant data, internet search, source evaluation

→ **Digital Tools:** Docs, Search

Career Development Competencies:



Return to
Table of
Contents

Path 2: Explore Career Paths

Students research different possible career paths to figure out which career might be right for them. Then, they create a career plan and start networking to find a job in the field. If you choose just one core lesson in this path, we recommend the lesson marked with *.

CORE LESSONS

Research Career Paths

In this lesson, research potential career paths and organize your findings in Google Sheets.

⌚ 45-90 minutes

→ **Skills:** Internet search, organizing data, researching a topic, spreadsheet organization

→ **Digital Tools:** Search, Sheets

* Explore Career Paths in Local Industries

In this lesson, identify potential careers and prepare to conduct an informational interview using Google Docs.

⌚ 45-90 minutes

→ **Skills:** Document formatting, effective communication

→ **Digital Tools:** Docs

Explore Careers by Interviewing Professionals

In this lesson, create a set of questions in Google Docs to interview a professional in a field of interest to you.

⌚ 45-90 minutes

→ **Skills:** Document formatting, effective communication, Gmail features, identify relevant data, researching a topic, writing strategies

→ **Digital Tools:** Docs

Try a Career in Project Management

In this lesson, create a meeting agenda template that a project manager would use with Google Docs.

⌚ 45-90 minutes

→ **Skills:** Collaboration, effective communication, digital collaboration, document formatting, project management

→ **Digital Tools:** Docs

Explore Data Center Careers

In this lesson, research a data center career you're interested in using Google Search, then create a presentation using Google Slides.

⌚ 45-90 minutes

→ **Skills:** Collecting feedback, file sharing, internet search, presentation formatting, researching a topic, slide design, slide hyperlinks

→ **Digital Tools:** Search, Slides

Try a Career in UX Design

In this lesson, explore the career of UX design, understand the skills required to pursue a UXD job, and build a wireframe.

⌚ 45-90 minutes

→ **Skills:** Internet search, presentation formatting, slide design

→ **Digital Tools:** Slides

Try a Career in Data Analytics

In this lesson, learn about data analytics, review required skills, then build a project that exemplifies a typical task for a data analyst.

⌚ 45-90 minutes

→ **Skills:** Data visualization

→ **Digital Tools:** Sheets

Complete the learning path to develop your Career Development Competencies:



Return to
Table of
Contents

Path 3: Land a Great Job

Students use digital tools to search for a job, write a résumé and cover letter, and stand out in interviews, all while conveying their personal brand. If you choose just one core lesson in this path, we recommend the lessons marked with *.

CORE LESSONS

*How to Write a Cover Letter

In this lesson, students write a compelling cover letter in Google Docs.

⌚ 45-90 minutes

→ **Skills:** Document formatting, effective communication, internet search

→ **Digital Tools:** Docs, Search

* Create a Résumé in Google Docs

In this lesson, design, write, and format a professional resume that stands out.

⌚ 45-90 minutes

→ **Skills:** Digital collaboration, document formatting, effective communication, resume writing

→ **Digital Tools:** Docs, Gmail, Search

Prepare for a Successful Job Interview

In this lesson, create an interview notes sheet using Google Docs to prepare for a job interview.

⌚ 45-90 minutes

→ **Skills:** Communication, document formatting, internet search

→ **Digital Tools:** Docs

Build Your Professional Brand

In this lesson, highlight the qualities, skills, and talents that describe you as a professional by building a brand profile and mission statement.

⌚ 45-90 minutes

→ **Skills:** Effective Communication, presentation formatting, slide design, slide hyperlinks

→ **Digital Tools:** Slides

Build Your Professional Network

In this lesson, find and organize professional contacts to help you establish relationships as you build your career.

⌚ 45-90 minutes

→ **Skills:** Effective communication, Gmail features, identify relevant data, internet search, organizing data, project management, spreadsheet organization, writing strategies

→ **Digital Tools:** Gmail, Search, Sheets

Introduction to Update Your Resume for Your Civilian Job Search

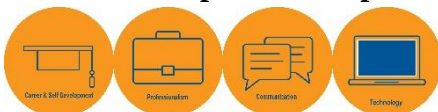
In this lesson, highlight your military experience on a civilian resume by editing and updating details in Google Docs.

⌚ 45-90 minutes

→ **Skills:** Résumé writing

→ **Digital Tools:** Docs

Career Development Competencies:



Return to
Table of
Contents

Path 4: Succeed at Your New Job

Students practice running efficient meetings, managing projects, and presenting to stakeholders. If you choose just one core lesson in this path, we recommend the lesson marked with *.

CORE LESSONS

* Prepare for Your First Day of Work

In this lesson, organize information that will help you be successful at a new job using Google Docs and Google Maps.

⌚ 45-90 minutes

→ **Skills:** Collaboration, communication, document formatting, effective communication, identify relevant data, internet search, iterative development, organizing data, researching a topic, source evaluation, writing strategies

→ **Digital Tools:** Docs, Maps, Search

Communicate Effectively at Work

Communicate and collaborate with others in the workplace more effectively using digital tools.

⌚ 6-9 hours

→ **Skills:** Collaboration, collecting feedback

→ **Digital Tools:** Docs, Forms, Meet, Sheets, Slides

Plan Effective Meetings

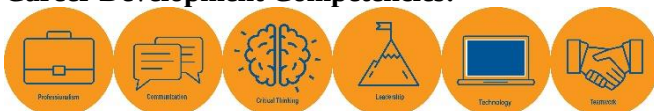
In this lesson, learn to schedule, prepare for, and run a successful meeting with digital tools.

⌚ 45-90 minutes

→ **Skills:** Digital collaboration, document formatting, effective communication

→ **Digital Tools:** Calendar, Docs

Career Development Competencies:



Negotiate Your Salary

In this lesson, prepare for a salary negotiation at work by gathering facts and organizing information with digital tools.

⌚ 45-90 minutes

→ **Skills:** Communication, digital collaboration, document formatting, internet search, spreadsheet design

→ **Digital Tools:** Docs, Gmail, Search, Sheets

Return to
Table of
Contents

Path 5: Start Your Own Business

Students research business opportunities, write a business plan, and estimate the financing they'll need to create their own business. If you choose just one core lesson in this path, we recommend the lesson marked with *.

CORE LESSONS

Prepare For Your Business Plan

In this lesson, research and organize information to prepare to write a business plan.

⌚ 45-90 minutes

→ **Skills:** Document formatting, effective communication, internet search, researching a topic, sharing research, writing strategies

→ **Digital Tools:** Docs, Search

*Write a Business Plan

In this lesson, define and organize your business's growth by writing a business plan.

⌚ 45-90 minutes

→ **Skills:** Effective communication, internet search, writing strategies

→ **Digital Tools:** Docs, Search

Estimate Financing for Your Business Plan

In this lesson, project expenses, profits, and losses for your first year in business using a spreadsheet.

⌚ 45-90 minutes

→ **Skills:** Document formatting, effective communication, identify relevant data, organizing data

→ **Digital Tools:** Docs, Sheets

Build Your Online Business

In this lesson, Create, promote, and manage an online business using digital tools.

⌚ 6-9 hours

Due to the length of this lesson, choose which parts of the lesson you'd like to focus on.

→ **Skills:** Collecting feedback, digital publishing, document formatting, internet search, spreadsheet organization

→ **Digital Tools:** Docs, Drawings, Sites, Slides

Manage a Project with Digital Tools

In this lesson, students explore the specific tasks that they need to accomplish to meet a project's goals.

⌚ 4-9 hours

Due to the length of this lesson, choose which parts of the lesson you'd like to focus on.

→ **Skills:** Conditional formulas, data analysis, organizing data

→ **Digital Tools:** Docs, Search, Sheets, Slides

Career Development Competencies:



Return to
Table of
Contents

How to Succeed?

The Career Readiness program helps students build professional networks by structuring the learning paths around a “Watch > Do > Meet” framework.

Students should:

1.  **Watch** or read content and attend in-person events
2.  **Do** or complete any included activities, then
3.  **Meet** with a career advisor, professor or mentors to get feedback on the artifacts created.

Next steps:

1. After completing the learning paths, schedule a follow-up appointment with a Career Services Advisor on Handshake.
2. The Career Services staff will meet with you to review your progress and assist you with updating your résumé and applying to internship and/or job opportunities.
***If you do not have a résumé draft prepared for review, please see the Career Document resources at the end of this guide for a template.*
3. Complete the career readiness assessment before and after these milestones to check your progress in developing your career readiness competencies.
4. Follow the instructions in the section below (“Career Readiness Certificates”).

Career Readiness Certificates

Available upon completion of the learning pathway. Include the certificate link in your LinkedIn Profile and Résumé.

Share your certificate on social media

1. While signed in to your account on Skillshop, click the icon with your first initial (ex: ) then select **My profile** from the menu.
2. Under “Awards,” click on the certification you intend to share.
3. Copy the URL you get after clicking on a specific certification. For example:
<https://skillshop.exceedlms.com/sl/2099c131>.
4. You can share this link anywhere, including LinkedIn.
5. Please submit a student success story and picture <https://forms.office.com/r/izGCQ9biBJ>



Return to
Table of
Contents

Achieve Your Goals with A Comprehensive Career Portfolio

STEPS AFTER PATHWAY COMPLETION

- **Save & Print Your Certificate:** Upon completing your course, ensure you have a saved digital copy of your certificate and a printed version.
- **Showcase on LinkedIn/Share your Certificate on Social Media:** Add your achievement to the 'Licenses & Certifications' section on LinkedIn.
- **Digital Career Portfolio:** Organize and store all your digital career-related documents, including your "Grow with Google" certificate.
- **Physical Career Portfolio:** Maintain a folder or binder with printed copies of your achievements, to be easily shared during hiring events and interviews.

WHAT IS A CAREER PORTFOLIO?

A Career Portfolio is a curated collection of a professional's work, achievements, skills, and endorsements. It acts as a dynamic and comprehensive résumé that not only highlights your educational and professional history but also showcases your actual work, talents, and proficiencies. A well-maintained portfolio can give you an edge over other candidates during job applications and interviews.

BENEFITS OF A CAREER PORTFOLIO

- **Show, Don't Tell:** Instead of just mentioning your achievements, you can display them.
- **Stay Organized:** Have all your professional documents at your fingertips.
- **Leave an Impression:** Provide tangible evidence of your skills to potential employers.
- **Continuous Growth:** Regularly updating your portfolio helps track your professional growth and goals.

SUGGESTED CONTENTS FOR YOUR CAREER PORTFOLIO:

- ☐ **Résumé:** Updated and tailored for specific industries or roles.
- ☐ **Certificates & Awards:** Achievements from "Grow with Google" and other relevant accolades.
- ☐ **Academic Records:** Maintain copies of your transcripts and any attainments (e.g., diplomas or degrees) you earn.
- ☐ **Work Samples:** Projects, writings, designs, or anything that showcases your skills.
- ☐ **Recommendation Letters:** From mentors, previous employers, or educators.
- ☐ **List of References:** Contacts who can vouch for your skills and professionalism.
- ☐ **Training & Workshops:** Any additional courses or workshops attended.
- ☐ **Personal Statement:** A brief introduction about your career goals and aspirations.

You should also maintain digital and physical copies of your cover letters and thank you letters. Using a pen or your device, check off the items as you collect them in your Career Portfolio. As needed, feel free to add additional items to this list.

Note: For detailed guidance and document templates, visit your Career Services Office or reach out to our dedicated counselors. Also, please ensure your digital portfolio is backed up regularly and your physical portfolio is stored in a secure and accessible location.

Ready to advance your career? Get Started with Your Career Portfolio Today! Refer to the templates below for any documents you are missing, starting with the Résumé. Remember, a résumé is a living document that changes as you do and can be customized for a role or application.

Résumé Sample

View the outline below and begin gathering your information to include in the résumé.

Return to
Table of
Contents

_____, _____ [Name]
_____, _____ [City, State]
_____ [Phone]
_____@stu.hostos.cuny.edu [Email]
_____ [LinkedIn Profile Link, Optional]

SUMMARY

A summary statement is a short professional introduction. The goal of this statement is to highlight your most valuable skills and experiences in a few sentences. The résumé summary statement can help employers quickly learn whether you have the skills and background they require. This is needed in special cases (as when career trajectory is not obvious or the connection between your past positions and your goals needs clarification). **Summaries should not be longer than 1-2 sentences.**

EDUCATION

Hostos Community College/CUNY, Bronx, NY

[Month Year – Present]

Associate in Arts Degree (A.A.) in Liberal Arts & Sciences

- G.P.A. 3.5/4.0
- **Relevant Coursework:** [Include course titles only if related to field of interest]
- **Honors/Awards:** [Include description and month/year date received]

Add additional education, certifications, or other credentials completed or relevant to your career goals. If you have no experience and you're a first-year student, include high school and related activities and/or interests. **Once you have completed a pathway, you will add Grow with Google to this document.**

EXPERIENCE

List in reverse chronological order - most recent first (by end date). May include paid/unpaid jobs, internships, projects, field study, service, research, etc.

Position Title, Company Name, City, State

[Month Year – Present]

- Researched... Begin with dynamic words* the reader will recognize and value. Name your accomplishments - and highlight key skills used.
- Coordinated... Use past tense for former positions and current for those you still hold... Managed vs. Manage.
- Presented... Quantify – “Reviewed 75 articles on XYZ for 120-page report...” – “Prepared talking points for supervisor’s daily briefing...”

Repeat this format for each experience! Try below. It is okay to include high school education, jobs, and activities for the first year or so as you transition to college. Going forward, exceptions may be made if the item is especially prestigious or relevant to your career field; ideally while at Hostos Community College you will work to replace these items with experience and leadership relevant to your career goals instead!

_____ [Position Title], _____ [Company Name], _____, _____ [City, State] _____ [Month Year – Month Year]

- _____
- _____

ACTIVITIES

Optional category – Alternative headings may include Community Involvement, Leadership, Volunteer, etc. May include clubs, community service, athletics, professional memberships, conferences, etc. May be appropriate to include under Experience instead!

_____ [Role/Title, Name of Activity], _____ [Name of Organization/College], _____, _____ [City, State] _____ [Date]

- _____

SKILLS

Skills will depend on your career field and your relevant experience. Highlight your relevant skills, interests, and abilities.

- **Computer:** _____ [Hardware, software, programming language, operating systems, etc]
- **Languages:** _____ [English, Spanish, etc.]

Other Category Ideas: Certifications, Training, Technical, Research, Interests, Laboratory – note instruments, procedures, etc.

Do NOT include “References available upon request.” on your résumé. References should be outlined on a separate document.

Résumé Contact Information: Professional Email

You may have noticed that the **Sample Résumé** template models a student using their Hostos email for their contact information. While you currently use and should be checking your institutional email *daily*, you may also need to setup a professional email address that you can use for your contact information on documents such as your résumé if you have not done so already. The majority of employers prefer email addresses from known domain names, such as Google (@gmail.com addresses). Other addresses can sometimes bounce or be marked as spam in an employer's system.

Likewise, the email address you put on your résumé should be clearly identifiable as yours and represent you well. The preferred format to use is your name. For example: FirstNameLastName@gmail.com or FirstNameMiddleNameLastName@gmail.com. If the email address with your name is unavailable, consider other professional variations, such as FirstName.LastName@gmail.com.

As part of Grow with Google, you will develop essential skills and best practices to **Communicate Using Email**, including sending and receiving emails, writing a professional email, setting up an inbox in Gmail, and searching for messages. Earlier in this guide, we provided instructions for joining the **Build your Digital Skills** Grow with Google pathway to **Communicate Using Email**. If you have not yet completed this pathway, we recommend completing the pathway now to ensure you are prepared to connect with potential employers when you add your contact information to your résumé!

For more information on **Professional Email: Etiquette and Communication**, check out the resource below or sign up to one of our upcoming Email Etiquette workshops on **Handshake**.

To access this resource, scan the QR code.



Career Services Career Readiness Series *Email Etiquette*



Return to
Table of
Contents

Professional Voicemail Set Up

Congratulations on setting up your professional email! Now, let's ensure that you're completely prepared to communicate professionally, especially when you can't answer a call. Employers value your dedication to professionalism, and a well-crafted voicemail can make a significant difference.

WHY IS A PROFESSIONAL VOICEMAIL IMPORTANT?

1. **First Impressions:** Often, your voicemail might be the first impression you leave on a potential employer.
2. **Conveys Dedication:** It indicates your seriousness about the job and showcases your professionalism.
3. **Clear Communication:** Ensures that the caller knows they have reached the right person and encourages them to leave a message.

Key Elements of a Professional Voicemail:

1. **Greeting:** Begin with a friendly greeting.
2. **Name:** Clearly state your full name so the caller knows they've reached the correct person.
3. **Brief Message:** Explain that you're unable to answer the call and invite them to leave a message.
4. **Return Call Assurance:** Assure the caller you'll return their call promptly. You may also choose to note an email address or other preferred form of contact in case of emergency.
5. **Gratitude:** Thank the caller for reaching out.

TEMPLATE:

"Hello! You've reached [Your Full Name]. I'm sorry I can't take your call right now. Please leave your name, contact number, and a brief message, and I promise to return your call as soon as possible. Thank you for calling!"

ACTIVITY - SET UP YOUR VOICEMAIL:

1. **Prepare:** Write out your voicemail script using the template above as a guide.
2. **Practice:** Read your script aloud several times until you're comfortable with the flow.
3. **Record:** On your phone, navigate to the voicemail settings and select the option to record or change your greeting. Follow the prompts and record your message.
4. **Review:** Listen to your recording. Make sure your voice is clear, and the message sounds professional.
5. **Adjust:** If you're not satisfied, you can re-record your message until you get it just right.

Tip: Remember to check your voicemail regularly to ensure timely responses to potential employers.

With a professional voicemail in place, you'll be one step closer to impressing potential employers and showcasing your dedication to your career. Good luck, and keep growing with Google at Hostos!

Résumé Summary: Overview and Activity

WHAT IS A RÉSUMÉ SUMMARY?

A Résumé Summary is a brief statement, usually one to two sentences, at the beginning of your résumé that highlights your professional qualifications and experiences. It's your elevator pitch to potential employers, summarizing your achievements, skills, and unique selling points.

WHY IS IT IMPORTANT?

After setting up your contact details, writing your email signature, and ensuring your voicemail is professional, your contact information section should be complete on your résumé. The next thing a potential employer will see when they open your résumé is your summary. This section can capture their attention and make them want to read further. Tailoring your Summary/Objective based on the job you're applying for shows that you've done your research and are truly interested in the position.

Sample Summaries:

1. Bilingual [Field] professional with strong digital skills, an Associate's Degree in [Major], and internship experience as a [Job Title]. Committed to professional development and fostering clear communication.
2. Empathetic dental hygiene professional actively preparing for National Board and Clinical State Board examinations while promoting dental health and patient education in the South Bronx.
3. Driven professional actively pursuing a [Business Management/Community Health] degree alongside hands-on experience in Marketing and Customer Relations. Eager to contribute skills in Communication and Community Outreach to initiatives committed to fostering diversity, equity, and inclusion.
4. Bilingual Certified Medical Administrative Assistant (CMAA) with 3 years of customer service expertise. Proven abilities in enhancing productivity through efficient front office management.
5. Veteran customer service representative with a decade-long track record of excellent Customer Relations Management.
6. Strategic sales expert proficient in navigating the B2B software landscape, consistently exceeding sales quotas.
7. Detail-oriented bookkeeper with strengths in strategic planning, problem-solving, and cultivating strong customer relationships.
8. Driven [Major] honors student with a profound understanding of the evolving social media landscape and trends.
9. [Major/Program] honors student and community leader, adept at fostering collaborations with faculty and students in higher education.
10. [Job Title] dedicated to creating a harmonious and engaging early childhood education learning environment, adept at pinpointing and addressing both behavioral and academic concerns.
11. Compassionate dental hygiene specialist, passionately championing dental health and empowering patients through education.
12. Dedicated Community Outreach Specialist well-versed in healthcare and social services and adept at both quantitative and qualitative data analysis.
13. Ambitious marketing professional with a background in customer relations, actively pursuing a degree in Business Management.

ACTIVITY: DRAFT YOUR RÉSUMÉ SUMMARY

Return to
Table of
Contents

Step 1: Think about and identify your major achievements, skills, and experiences.

Step 2: Identify the keywords and phrases that are relevant to the job you're applying for.

Step 3: Draft a concise, 1-2 sentence summary that combines your experiences, achievements, and the relevant keywords.

Step 4: Read your summary out loud. Does it sound compelling? Would it entice an employer to keep reading?

Step 5: Seek feedback. Share your draft with classmates, instructors, or mentors to get their perspective. On this document, you can begin by making a list of individuals from whom you will seek feedback.

Step 1:
Step 2:
Step 3:
Step 4:
Step 5:

Remember, while a Résumé Summary is important, it is just one component of your résumé. Make sure it sets the tone for the rest of the document and showcases the best version of you!

Résumé Education Section

EDUCATION SECTION: A CRITICAL COMPONENT OF YOUR RÉSUMÉ

Your education, while only one part of your résumé, plays a pivotal role in showcasing your background, accomplishments, and the formal training you've received. This section can help you stand out, especially when you're just starting out in your career.

Sample Education Entry for Hostos Students:

EDUCATION

Hostos Community College/CUNY, Bronx, NY

Associate in Arts Degree (A.A.) in Liberal Arts & Sciences

- **Expected Graduation:** December 2023
 - **G.P.A.:** 3.5/4.0
 - **Relevant Coursework:** [Course 1, Course 2] (*Only include if related to your field of interest*)
 - **Honors/Awards:** [Award Name] ([Month/Year received])
-

WHY IS THE "EDUCATION" SECTION IMPORTANT?

The "Education" section of a résumé provides potential employers with insights into your academic achievements, relevant coursework, and other credentials. It paints a picture of your dedication, hard work, and commitment to your field of interest. This section becomes especially crucial for students or recent graduates with minimal work experience.

KEY COMPONENTS OF THE EDUCATION SECTION:

1. **Name of Institution:** Clearly mention the full name of the institution you attended.
Example: Hostos Community College/CUNY, Bronx, NY
2. **Duration of Study:** Indicate the time period for which you have been studying, or when you studied at the institution.
Example: [Month Year – Present]
3. **Degree:** Specify the type and major of the degree you are pursuing or have completed. Example: Associate in Arts Degree (A.A.) in Liberal Arts & Sciences
4. **Grade Point Average (GPA):** If your GPA is strong (typically above 3.0), include it. Example: G.P.A. 3.5/4.0
5. **Relevant Coursework:** Mention courses that align with your career goals or the position you're applying for. Be selective, only include those that showcase skills or knowledge pertinent to the job. Example: Relevant Coursework: Introduction to Psychology, Digital Marketing Basics
6. **Honors/Awards:** Showcase any academic accolades, honors, or recognitions you have received. Example: Honors/Awards: Dean's List, Spring 2022; Best Research Paper Award, October 2022
7. **Additional Credentials:** This is where you can include other educational achievements, certifications, or credentials relevant to your career aspirations. As you progress in the Grow with Google program, you will add it here!
8. **High School Information:** For first-year students or those with minimal experience, it's okay to include high school information and any related activities or interests.

Activity 1: "Building Your Education Section"

Duration: 30 minutes

1. **Brainstorm:** Take 5 minutes to list down all your academic achievements, courses, honors, awards, and any other relevant credentials on a piece of paper.
2. **Drafting:** Using the key components provided above as a guide, draft the "Education" section of your résumé. Make sure to format it clearly and consistently.
3. **Peer Review:** Reach out to a classmate, friend, or Career Advisor. Share your Education Section draft. If you connect with a classmate, exchange your drafted "Education" section and provide feedback to each other. Look for clarity, relevance, and any typographical errors.
4. **Revision:** Use the feedback received from your friend, classmate, or Career Advisor to revise and refine your "Education" section.
5. **Group Discussion:** As a class, discuss any challenges faced during this activity and share best practices. The instructor can provide additional feedback and guidance.

Remember: Your résumé is a dynamic document that evolves with your academic and professional journey. Regularly update it as you achieve new milestones in the Grow with Google program and beyond.

Additional Tips:

- Add other educational experiences, certifications, or credentials that align with your career aspirations.
- If you're a first-year student without experience, don't shy away from including your high school background. Mention any activities or interests that might resonate with potential employers.
- **Remember, once you complete a pathway with Grow with Google, be sure to add it to this section!**

Activity 2: Education Section Enhancement

Objective: To optimize and enrich the "Education" section of your résumé by integrating relevant courses, achievements, and other educational experiences that might be pertinent to your career aspirations.

1. **Reflect on Relevant Courses:** List down any coursework you've undertaken that could be relevant to the job or field you're interested in. Remember, the emphasis is on relevance. If you're aiming for a tech job, for instance, a course in 'Digital Literacies' might be more relevant than 'Ancient History'.
2. **Highlight Your Achievements:** Have you received any honors or awards during your time at Hostos? Maybe you were on the Dean's List, or perhaps you won a scholarship or a competition? Write these down with the date you received them.
3. **Broaden Your Horizon:** Think beyond formal classroom education. Have you attended workshops, online courses, or seminars that have added value to your knowledge base? Maybe you completed a certification that's not part of your college curriculum but is relevant to the field you're venturing into. Make a list of these experiences, noting down the name of the certification or workshop, the institution or platform it was associated with, and the date of completion.
4. **Feedback:** Partner up with a friend, classmate, or Career Advisor. Share the information you've listed in the above steps and get their input. Your peers might provide insights or remember achievements you might have overlooked. They can also help ensure you're prioritizing the most relevant information.
5. **Final Integration:** With all the information at hand, integrate this into the "Education" section of your résumé. Remember to maintain a consistent format. The presentation is just as important as the content. Consider what you've learned from this activity, challenges faced, and any new insights gained about presenting your educational journey in the best light.

Takeaway: The "Education" section of your résumé is not just about degrees; it's a showcase of your academic journey, skills, and the value you bring. By meticulously selecting and presenting your academic experiences, you can create a powerful narrative about your capabilities and potential.

For more information on crafting your résumé and education section, check out **Grow with Google Pathway 3!**

Résumé Experience: Identifying Accomplishments Activity

Describe your accomplishments, both on your résumé and in person, in order to effectively market yourself.

The following résumé statements illustrate good use of detail:

- Promoted from seasonal worker to an assistant manager
- Received Employee of the Month award 4 times for exceptional performance
- Organized charity event to raise \$1500 for the local Salvation Army
- Trained over 15 employees over one year at current position
- Specifically assigned to aid disgruntled customers because of my patience and empathy
- Created new catering tracking sheets to avoid product waste and reduce order processing time
- Demonstrated problem solving skills daily by addressing customer issues and finding effective solutions
- Advertised events for charity through social media and pamphlets resulting in over \$1,000 in donations

Asking yourself questions can help identify important accomplishments. Ask yourself:

- What am I most proud of?
- What are my strongest skills?
- What do my former employers likely miss about me?

Read through the following questions and think about your own employment experiences as well as work that you have done for student organizations, community groups, or for other entities. Highlight questions that relate to something you've accomplished. Then, include a short description of your accomplishment.

- Do your supervisors assign you certain tasks because you are better at them than your other co-workers?

Explain:

- Have you been asked to train co-workers? How many and under what circumstances?
- Have you received any recognitions, bonuses, or awards and why did you receive them?
- Have you been able to save an organization time, money, or resources? How?
- Have you exceeded any goals? Which goals and by how much?
- When have you taken on responsibilities beyond those in your job description? What were the results?
- Have you ever simplified a procedure that made the job easier or more cost-effective? Explain.
- How have you increased customer satisfaction?
- What projects have you led? What were the results?
- Have you ever been made responsible for handling money or confidential material beyond those responsibilities outlined in your job description? What were the circumstances?
- Have your peers ever chosen you to represent them? What was the outcome?
- Have you been involved in organizing community projects? What role did you play and what was the outcome?

Take this space to list and explain other accomplishments that stand out to you and are similar to the needs of the employer that you are targeting.

Once you have identified accomplishments, the next step is to develop the phrasing needed to make the accomplishments stand out on your résumé. As you work on the phrasing, you are encouraged to incorporate strong verbs and reference transferable skills. Adopting this strategy will help you to relate basic experiences, such as a job in retail or the food services industry, to a professionally-oriented internship or entry-level employment. A transferable skill is a skill that can be applied to almost any work setting. Strong verbs are verbs that are dynamic and convey a specific message.

Transferable Skills

- ☐ Teamwork
- ☐ Adaptability/Flexibility
- ☐ Customer Focus
- ☐ Leadership
- ☐ Creative Thinking
- ☐ Problem Solving
- ☐ Decision Making
- ☐ Working with Tools and Technology Business Fundamentals
- ☐ Planning and Organizing
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

For more information on crafting your résumé, identifying accomplishments, and developing transferable skills, check out **Grow with Google Pathway 3!**

Action Verbs for Résumé Development

To develop an effective résumé, you should utilize the powerful language (esp. strong action verbs) to describe your qualifications and skill levels. This action verb list below divides verbs into categories to describe your skills and accomplishments. Think outside “the boxes” as you review this list, adding verbs to the boxes or using verbs from other categories as needed.

Organizational and Supervisory Tasks:

Achieved, administered, appointed, approved, assigned, attained, authorized, carried out, chaired, channeled, completed, consolidated, contracted, controlled, converted, coordinated, delegated, developed, directed, eliminated, emphasized, enforced, enhanced, established, evaluated, exceeded, executed, expanded, headed, hired, hosted, improved, incorporated, increased, influenced, initiated, inspected, instituted, led, managed, mentored, merged, motivated, obtained, orchestrated, organized, oversaw, pioneered, planned, presided, prioritized, produced, recommended, reduced, reorganized, replaced, resolved, restored, reviewed, scheduled, secured, selected, streamlined, strengthened, succeeded, supervised, surpassed, trained

Communication Tasks:

Addressed, advertised, arbitrated, articulated, authored, clarified, collaborated, conferred, consulted, contacted, conveyed, convinced, corresponded, debated, defined, described, directed, discussed, drafted, edited, elicited, enlisted, expressed, formulated, incorporated, influenced, interacted, interpreted, interviewed, involved, joined, judged, lectured, marketed, mediated, moderated, motivated, negotiated, observed, outlined, participated, persuaded, presented, promoted, proposed, publicized, reconciled, recruited, referred, reinforced, reported, resolved, responded, solicited, spoke, suggested, summarized, synthesized, translated, wrote

Science and Research Tasks:

Analyzed, clarified, collected, compared, conducted, critiqued, detected, determined, diagnosed, discovered, estimated, evaluated, examined, experimented, explored, extracted, formulated, functioned, as, gathered, hypothesized, identified, inspected, interpreted, interviewed, invented, investigated, located, measured, organized, published, received, researched, reviewed, saved, searched, solved, studied, summarized, surveyed, systematized, tested

Teaching Tasks:

Adapted, advised, clarified, coached, conducted, coordinated, counseled, critiqued, delivered, developed, enabled, encouraged, evaluated, explained, facilitated, focused, guided, individualized, influenced, informed, initiated, instilled, instructed, persuaded, presented, set goals, stimulated, taught, tested, trained, tutored, utilized

Clerical or Detailed Tasks:

Approved, arranged, catalogued, categorized, charted, classified, coded, collected, communicated, compiled, completed, corrected, dispatched, distributed, documented, executed, filed, gathered, generated, handled, implemented, incorporated, inspected, monitored, obtained, operated, ordered, organized, prepared, processed, proofread, purchased, recorded, registered, retrieved, reviewed, routed, scheduled, screened, sorted, specified, standardized, systematized, tabulated, trained, transcribed, updated, validated

Computer and Technical Tasks:

Adapted, applied, appraised, assembled, built, calculated, completed, compiled, computed, conserved, constructed, converted, debugged, designed, determined, developed, devised, engineered, fabricated, functioned as, installed, maintained, operated, overhauled, printed, programmed, refined, regulated, remodeled, repaired, replaced, restored, solved, specialized, standardized, studied, trained, transported, upgraded, utilized

Helping Tasks:

Advocated, aided, answered, arranged, assessed, assisted, cared for, coached, collaborated, contributed, counseled, demonstrated, diagnosed, educated, encouraged, expedited, facilitated, familiarized, guided, helped, insured, intervened, mentored, motivated, provided, referred, rehabilitated, represented, served, supplied, supported, treated

Performing Arts and Creative Tasks:

Acted, adapted, arranged, composed, conceptualized, conducted, created, customized, designed, developed, directed, displayed, established, fashioned, formed, formulated, founded, illustrated, initiated, instituted, integrated, introduced, invented, modeled, modified, performed, photographed, planned, printed, produced, revitalized, shaped, solved, traveled, wrote

Banking and Financial Tasks:

Allocated, appraised, audited, balanced, billed, budgeted, calculated, computed, developed, earned, estimated, forecasted, grossed, managed, marketed, planned, projected, reconciled, researched, saved, streamlined

NACE Résumé Rubric

Once you have drafted your résumé, look at the way you quantified your skills. Does it show evidence of your Career Readiness? Rate your résumé's presentation of your NACE competencies on the rubric below.

Résumé Evaluation Rubric:

NACE Competency	Criteria	Rating (1-5)
Critical Thinking	Demonstrates ability to analyze, interpret data, & solve problems.	
Communication	Clear, concise, error-free writing. Effective use of language.	
Teamwork/Collaboration	Evidence of group projects, collaboration & teamwork skills.	
Technology	Lists relevant tech skills, software proficiency.	
Leadership	Mentions leadership roles, achievements, and initiatives.	
Professionalism	Shows consistency, responsibility, and adaptability in experiences.	
Career and Self Development	Tailored résumé for specific role/industry. Career goals stated.	
Equity and Inclusion	Lists global experiences, languages, intercultural interactions. Uses bias-free language. Shows commitment to community and diversity, equity, and inclusion in activities and skills.	

Rating Scale: 1 (Not Demonstrated) to 5 (Excellent Demonstration)

Now add your score up. Is it below a 25? Review your résumé using the upcoming resource, develop your document as you advance your **Career Readiness Competencies**, and consider how you can improve your résumé's portrayal of your career readiness as you complete **Grow with Google Pathway 3!**

Résumé Review Activity

Return to
Table of
Contents

Is your résumé ready to send to employers?

RÉSUMÉ PURPOSE: _____

(Internship, Job, Scholarship, Class Assignment, College Admissions, Other?)

CRITERIA	JOB SEARCH READY	ALMOST READY	NOT READY
Visual Appeal & Presentation, Specialization	☐ Fills one page without overcrowding ☐ Margins are acceptable (.5 or greater and consistent around the document) ☐ Font style & size is readable (10-12 pt, Serif or San Serif fonts) ☐ Formatting is consistent ☐ Résumé is targeted to internship, job, or program using keywords ☐ Relevant info appears on top ½ of page ☐ Section titles & descriptions are relevant to targeted opportunity ☐ Uses summary with strategic intention if appropriate	☐ Page appears crowded, but doesn't exceed one page ☐ Less than two formatting errors ☐ Page appears crowded but doesn't go on to 2 pages ☐ Font and spacing are not appealing Bolding and italics are used excessively & inconsistently ☐ Inconsistent use of punctuation ☐ Dates are not used consistently ☐ Contains 1-2 minor grammatical and spelling error	☐ Exceeds one page when not appropriate or does not fill majority of one page ☐ Margins are less than ½ inch or more than 1 inch ☐ Font style is unreadable ☐ Text size is not between 10 and 12 ☐ Color or graphics used when not customary for industry ☐ Résumé is less than one-half page or longer than 1 page ☐ Contains over 2 grammatical and spelling errors
Grammar, Spelling, & Punctuation	☐ Error-free spelling ☐ Error-free punctuation ☐ Error-free spacing ☐ Grammar is appropriate (e.g. verb tense, pronouns, capitalizations)	☐ Contains 1-2 minor errors (punctuation or spacing) ☐ Has a pattern of a single error (e.g. some bullets have periods, some do not)	☐ Résumé contains 3 or more individual errors
Contact Information	☐ Includes name, address, email, phone ☐ Name stands out on the résumé ☐ Provides professional email ☐ Includes online or portfolio link ☐ Strategic decision made regarding sharing personal contact information	☐ Name does not stand out ☐ Email used is too casual	☐ Missing name, email, address, or phone number ☐ Email used is inappropriate or unprofessional
Education Section	☐ Entries are in reverse chronological order and format is consistent ☐ Each institution includes name, location, & date of graduation (or expected) or attendance ☐ Degree is spelled out ☐ Major(s) (if declared) is indicated ☐ Course work listed is relevant	☐ Degree is abbreviated (AA) ☐ One of the following is not listed: institution, location, degree, graduation date (if close to graduating) ☐ Section is not well organized	☐ Entries are not in reverse chronological order ☐ Degree is not listed ☐ Wrong degree is listed Associate in Applied Science Degree (A.A.S.) vs. Associate in Arts Degree (A.A.) vs. Associate in Science Degree (A.S.) ☐ Entry is missing details (name, location, dates)

	☐ If listed, GPA is in correct format and over 3.5 (unless expected by industry) ☐ Relevance of study abroad, research, & honors is revealed ☐ Honors noted in lowercase italics		☐ Irrelevant or outdated high school info is listed ☐ If listed, GPA is not in correct format ☐ Relevance of study abroad, research, & honors is unclear
Experience Section	☐ Entries are in reverse chronological order and format is consistent ☐ Organization name, position title, location, & dates are included ☐ Bullets begin with strong action verbs and are in correct verb tense ☐ Bullets are relevant, concise, direct & indicate one's impact/accomplishments ☐ Results are quantified ☐ Bullets are listed in order of importance ☐ Experience is presented in categories to most effectively highlight relevant	☐ Entries are in reverse chronological order ☐ Entries have a pattern of one type of error (e.g. locations are omitted) ☐ Action verbs are weak or repeat ☐ Verb tense is incorrect for one entry ☐ Bullets are not concise or direct and do not indicate impact ☐ Bullets are written in complete sentences	☐ Entries are not in reverse chronological order ☐ Some or all entries do not include organization name, dates, position title, or location ☐ Bullets are written in complete sentences ☐ Verb tense is incorrect for 2 or more entries ☐ Bullets are wordy, vague, or do not indicate one's impact ☐ Bullets are not listed in order of importance to the reader ☐ Results are not quantified when appropriate ☐ Irrelevant/outdated information is listed
Skills & Interests	☐ Listings are relevant to the reader ☐ Listings are concise ☐ Level of proficiency is indicated for language or computer skills ☐ Listings are measurable	☐ Lists computer or language skills but doesn't list proficiency	☐ Items are wordy ☐ Skills listed are not relevant ☐ No skills listed
Relevant School Projects/Research	☐ Project/Research title, position, location, & dates are included ☐ Bullets begin with strong action verbs and are in correct verb tense ☐ Bullets are relevant, concise, direct & indicate one's impact/accomplishments		☐ Items are wordy or not relevant

Cover Letter Overview

What is a cover letter?

A cover letter does more than complement your resume, it helps you achieve your goals and expand your potential. A cover letter (in one page) will tell an employer: who you are, what position you are applying for, and the specific skills you have for that job. Your cover letter should enhance your resume, not replace or repeat it.

Unless a job posting specifically tells you not to send a cover letter, in most instances you should always send one anyway. The cover letter should be tailored to the job you are applying for. Job applicants should specifically talk about their experiences and education that relate to the qualities or skills the employer is looking for. If your work experience is limited, you can talk about volunteer work, internships, and your coursework as it relates to your major or anything else relevant to the job you are applying for.

Keep in mind that an employer may look at your cover letter before your resume. If an employer's interest or curiosity is piqued with your cover letter, he/she will want to read your resume. Most importantly, like resumes, cover letters should be concise and crafted with good grammar. Like your resume, make sure you have someone proofread your cover letter to proofread it for mistakes.

It is also important that you show the employer your sincere interest in the job. Research the company before you write your cover letter. Try to make a connection between what's happening in the company (their mission statement, goals, ideology, etc.) and your experiences or knowledge.

SAMPLE COVER LETTER

Marcia L. Brady
Bronx, NY 10451
example@hostos.cuny.edu
(718) 555-4444
Date _____
Employer Name _____
Title _____
Company _____
Address _____
City, State Zip _____
Dear Mr. /Ms. _____,

Please consider this letter and enclosed résumé as an indicator of my interest in the Community Outreach Worker position with your agency. I am currently a student at Hostos Community College and will graduate in June with an Associate Degree in Community Health.

As a Community Assistant and Peer Assistant at Jewish Home & Hospital, I have developed the interpersonal skills necessary to work with culturally, educationally, economically, and socially unique individuals. Working under the supervision of a Residence Coordinator and with other Community Assistants required strong skills in cooperation, communication, and teamwork.

Juggling my education and work has made me dependable, self-motivated, and responsible. I am confident I possess the qualities necessary to effectively fulfill this position. I am willing to work hard and use my skills to the advantage of your establishment.

I can be reached at (718) 555-4444 for an interview at your convenience. If I am not available, please leave a message and I will contact you as soon as possible. I look forward to speaking with you about this position. Thank you for your attention.

Sincerely,

Marcia L. Brady

Return to
Table of
Contents

Cover Letter Template

_____ **[YOUR FIRST AND LAST NAME]**
 _____ **[EMAIL]**
 _____ **[NUMBER]**

 _____ **[DATE]**

 _____ **[MR./MS./MRS. LAST NAME, that is the hiring manager if known]**
 _____ **[ORGANIZATION]**
 _____ **[ORGANIZATION ADDRESS LINE 1]**
 _____ **[ORGANIZATION ADDRESS LINE 2]**
 _____ **[ORGANIZATION EMAIL/PHONE #]**

To Whom It May Concern, OR _____ **[MR./MS./MRS. LAST NAME]**,

My name is _____ **[FIRST AND LAST NAME]** and I am applying for the _____
[POSITION TITLE] at _____ **[ORGANIZATION]** via _____ **[JOB BOARD]**. Your job posting
 indicates that you are looking for a **[detail-orientated]** and **[personable]** candidate, which describes me exactly. I have recently
 completed the _____ **[CERTIFICATION/MAJOR]** program at Hostos Community College and have an
 _____ **[ASSOCIATES/BACHELORS/HIGH SCHOOL DIPLOMA]** from _____ **[SCHOOL]**.

My experience at _____ **[ORGANIZATION NAME]** has prepared me to assist clients with a wide range
 of personal challenges. Currently, I am a _____ **[YOUR CURRENT POSITION]** and
 _____ **[STATE RELEVANT JOB DESCRIPTION/TASKS]**. Both positions have
 provided me with the knowledge required to be an organized and supportive _____ **[POSITION TITLE]** at your
 organization. I am also skilled with computers and am comfortable using Microsoft Office.

I would appreciate the opportunity to meet with you to discuss my qualifications and the possibility of joining your
 organization. Please find my résumé attached for review. I can be reached anytime at _____ **[NUMBER]** or
 _____ **[EMAIL]**.

Thank you for your consideration.

Sincerely,

_____ **[YOUR FIRST AND LAST NAME]**

For more Cover Letter writing resources, check out Grow with Google: ***Write a Cover Letter for Your First Job in Pathway 3.**

Return to
Table of
Contents

LinkedIn Checklist

Return to
Table of
Contents



LinkedIn Profile Checklist

☐ **PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

☐ **HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

☐ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

☐ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services

Previous: Berkeley Ventures
Education: University of California, Berkeley

153 connections

[Improve your profile](#) [Edit Profile](#)

[www.linkedin.com/in/davidxiao/](#) [Contact Info](#)

Background

Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

Organizations

Berkeley A Capella
Lead Singer
March 2012 – Present

Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Continued >>

Return to
Table of
Contents

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley
Economics, B.A.
2010 – 2014 (expected)



Volunteer Experience & Causes

Big Buddy
Skyline High School
September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.



Skills & Expertise

Most endorsed for...

12	Economics	
11	Start-ups	
10	Due Diligence	
10	Venture Capital	
10	Management	



Honors & Awards

The Achievement Award Program
UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.



Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)



Projects

Venture Capital Financing in India

May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members



David Xiao
Econ Major and Aspiring Financial Anal...



Paul Smith
Student at UC Berkeley

Recommendations

Received (2) ▾

Venture Capital Internship
Berkeley Ventures



Tim Lee
Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out students.linkedin.com

Or sign up to a workshop on Hostos Handshake

LinkedIn

References Template

Please see the template below and keep in mind three criteria:

1. **Relevance**- can they provide information about your skills and qualifications for this particular role/application?
2. **Availability**- Will they be available to provide a reference and provide it on time? Are they easily reachable?
3. **Content**- If they can speak to your qualifications for the role, will they be able to say positive things about your qualifications?

*All potential referrers should be contacted in advance and provided the job description, any information you have about the expectations for references, and a copy of the résumé /cover letter used for your application. **Don't forget to get their permission before listing individuals on your references list! For some roles, you may need up to five (5) references.***

First Name Last Name

000.000.0000 New York, NY 10023

fname@gmail.com

REFERENCES

First Name Last Name

Position Title

Email

Organization's Name

Address, City, State 00000

000.000.0000

First Name Last Name

Position Title

Email

Organization's Name

Street Address, City, State 00000

000.000.0000

First Name Last Name

Position Title

Email

Organization's Name

Street Address, City, State 00000

000.000.0000

Return to
Table of
Contents

Interview Resources

Below are some example job interview questions related to the NACE competencies and the corresponding example answers that demonstrate career readiness.

- **Career & Self Development**
 - **Question:** Describe a time when you took an initiative to improve your skills or knowledge without being prompted by others.
 - **Answer:** Last year, I noticed a gap in my understanding of data analytics. Even though my job didn't demand it, I took an online course to build that skill set. I believe in proactively enhancing my abilities to stay ahead in my career and to provide additional value to my employer.
- **Communication**
 - **Question:** Give an example of a time when you had to explain a complex topic to a colleague or client.
 - **Answer:** At my previous job, we were introducing a new software. I was responsible for training a team member who was not tech-savvy. I broke down the steps with analogies and visuals and ensured they felt comfortable asking questions. By the end, they were confidently using the software.
- **Critical Thinking**
 - **Question:** Describe a situation where you had to solve a problem without having all the necessary information.
 - **Answer:** Once, a client was dissatisfied with a project, but couldn't articulate why. I proposed a systematic approach: breaking down the project into components and gathering feedback on each. This helped pinpoint the issue, which we promptly addressed.
- **Equity & Inclusion**
 - **Question:** How do you ensure an inclusive environment in your team or workplace?
 - **Answer:** I believe in active listening. When we introduced team feedback sessions at my last job, I ensured everyone, especially quieter members, had a platform to speak. We also attended diversity training workshops, which broadened our perspectives and encouraged inclusivity.
- **Leadership**
 - **Question:** Tell me about a time you led a team through a challenging situation.
 - **Answer:** During a project with tight deadlines, our team faced unexpected setbacks. I organized daily check-ins, delegated tasks based on strengths, and maintained open communication. My aim was to ensure everyone felt supported and understood the end goal. We completed the project on time and strengthened our team cohesion.
- **Professionalism**
 - **Question:** Describe a time when you had to handle a difficult situation or feedback at work.
 - **Answer:** I once received feedback that my presentations were too detailed for non-technical stakeholders. I appreciated the feedback, researched best practices, and started tailoring my presentations to my audience, ensuring clarity and relevance.
- **Teamwork**
 - **Question:** How do you handle disagreements in a team setting?
 - **Answer:** It's important to approach disagreements with an open mind. I try to understand the other person's perspective and find common ground. At a past job, when two teammates disagreed on a project's direction, I facilitated a session where each shared their rationale. This led to a blended approach that incorporated both viewpoints.
- **Technology**
 - **Question:** How do you stay updated with the latest technologies relevant to your field?
 - **Answer:** I subscribe to leading tech journals and blogs. I also attend webinars and workshops regularly. For instance, when I learned about the rise of AI in our industry, I took a course on its basics to understand its potential impact.

NACE Competencies Learning Activity: Matching and Responding

Objective: Students will be able to match common interview questions with the appropriate NACE competency and draft a concise, effective response.

Materials:

- Matrix worksheet (printed or digital)
- List of NACE competencies
- List of interview questions

Procedure:

1. Introduction:

- Briefly review the NACE competencies.
- Discuss/Research the importance of these competencies in job interviews.

2. Review the Matrix Worksheet:

- Turn to the matrix worksheet. The worksheet has two columns: “Interview Questions” and “NACE Competency.” There is also space below each question for you to write your responses.

3. Activity Instructions:

- Read each interview question.
- Then match the question to the corresponding NACE competency by writing the competency in the adjacent cell.
- Below each question, you should write a brief, personal response as if you were answering in an interview.

Matrix Worksheet:

Interview Question	NACE Competency	Example Response
How do you prioritize self-improvement and career growth?		
Can you provide an instance where you had to mediate a team conflict?		
Describe a situation where you had to adapt to new technology.		
How do you ensure your communication is effective when discussing complex ideas?		
Describe a situation where you had to make an unbiased decision that benefited everyone.		
How have you demonstrated leadership in a challenging scenario?		
Tell us about a time you utilized feedback for professional growth.		
Tell me about yourself.		
Why are you interested in this position?		
Tell me about a time when you experienced failure.		

After you have had sufficient time to complete the matrix:

1. Review your answers and check with peers or career services staff if available to validate correct matches and provide clarity. Google similar questions and responses. What did the respondents do well? What could they have done better?
2. Take notes on the various example responses. Highlight the importance of personalizing responses in an interview scenario. What did you do well? What could you do better?
3. As homework: Come up with additional interview questions and match them with NACE competencies. You can also practice formulating answers.

Follow-Up Activity (Optional):

Schedule a live mock interview or use Handshake to participate in a virtual interview where you can role-play both as an interviewer and interviewee. This will give you a chance to use the questions, competencies, and your drafted responses in a practical situation.

Interview Rubric

Return to
Table of
Contents

Mock Interview Rubric: Grow with Google Career Readiness Pathways

Candidate's Name: _____

Date: _____

Interview Type: _____ [In-person / Zoom / Virtual]

Scoring Scale:

- 1 – Poor
- 2 – Below Average
- 3 – Average
- 4 – Above Average
- 5 – Excellent

I. Essential Skills Incorporating NACE Career Readiness Competencies

1. Professional Presentation:

Clothing:

- ☐ 5: Dress is professional and appropriate for the role/industry.
- ☐ 3: Dress is semi-professional; may have one or two minor inappropriate items.
- ☐ 1: Dress is casual or inappropriate for a professional interview.

Score: ____/5

Zoom/Virtual Setup (if applicable):

- ☐ 5: Clear video, professional background, optimal lighting, and good sound quality.
- ☐ 3: 1-2 minor issues (e.g., slight background noise, suboptimal lighting).
- ☐ 1: Multiple distractions/issues or unprofessional setting.

Score: ____/5

2. Non-Verbal Communication:

Eye Contact:

- ☐ 5: Consistently maintains eye contact, appearing engaged and attentive.
- ☐ 3: Occasionally breaks eye contact; seems somewhat distracted.
- ☐ 1: Rarely makes eye contact; seems disengaged or distracted.

Score: ____/5

Body Language:

- ☐ 5: Confident posture; uses positive gestures to emphasize points.
- ☐ 3: Neutral posture; minimal use of gestures.
- ☐ 1: Slouches, fidgets, or demonstrates other distracting body language.

Score: ____/5

3. Preparedness:

Understanding of the Role:

- ☐ 5: Demonstrates deep understanding of the role and its responsibilities.
- ☐ 3: Has a general understanding, but may lack details.
- ☐ 1: Demonstrates little to no understanding of the role.

Score: ____/5

Company Knowledge:

- ☐ 5: Clearly researched and understands the company's mission, values, and recent news.
- ☐ 3: Knows basic information about the company.
- ☐ 1: Lacks knowledge about the company or has significant misconceptions.

Score: ____/5

TOTAL: ____/30

II. Direct Assessment of NACE Career Readiness Competencies

Note: The National Association of Colleges and Employers (NACE) defines eight core career readiness competencies.

1. Critical Thinking

- ☐ Demonstrates logical reasoning and analytical skills.
- ☐ Provides examples of overcoming challenges and adapting to new situations.

Score: ____/5

2. Communication

- ☐ Conveys ideas clearly and succinctly.
- ☐ Answers questions with precision and clarity.

Score: ____/5

3. Teamwork

- ☐ Shares experiences working in teams.
- ☐ Demonstrates understanding of collaboration's importance.

Score: ____/5

4. Technology

- ☐ Showcases familiarity with digital tools relevant to the job.
- ☐ Explains how technology aids their role.

Score: ____/5

5. Leadership

- ☐ Illustrates leadership qualities and experiences.
- ☐ Demonstrates ability to influence and drive team efforts.

Score: ____/5

6. Professionalism

- ☐ Demonstrates punctuality and commitment.
- ☐ Presents oneself professionally throughout the interview.

Score: ____/5

7. Career and Self Development

- ☐ Articulates own career goals and pathways.
- ☐ Demonstrates knowledge of personal strengths, areas for growth, and the ability to self-advocate in the workplace.

Score: ____/5

8. Equity and Inclusion

- ☐ Describes experiences or understanding of diverse cultures and global perspectives.
- ☐ Demonstrates ability to function and adapt in diverse or global work environments.

Score: ____/5

Overall Comments:

Total Score: ____/40

Total Score from Parts I & II: ____/70

Recommendation: _____ [Hire / No Hire / Further Evaluation Needed]

Interviewer's Name: _____ Signature: _____ Date: _____

(Note: This rubric is based on the NACE Career Readiness Competencies. Evaluators should consider both the specifics of the job role and the general attributes of a successful candidate when scoring.)

REMEMBER: These practices are ways to increase your likelihood of getting the job. None guarantee it. To further enhance your chances, send a **THANK YOU LETTER** within 24 hours of the interview's end. For a thank you letter example/template, scan the QR code.



Career Services Resources



Career Preparation
includes career exploration,
résumé review, job search
techniques, interviewing tips
and more!



Handshake
Take your internship/job
search on the go!



Additional Resources
Candid Career,
Caiman Professional
Wardrobe



***Experiential Learning /
Internship Opportunities***
bridge academic and career
interests to provide “real
world” experience



Networking Resources
provide access to potential
employers (Career Fairs,
Networking Events)

Career Services Office

[Career Services Quick Guide](#)

D-building, room 210

In-Person & Virtual Office Hours Monday - Friday | 9:00am - 5:00pm

Summer Hours 8:30am - 6:00 pm Closed Fridays

Schedule Appointments on Handshake or drop in to the Career Lab during office
hours

Phone: 718-518-4468

Website: www.hostos.cuny.edu/cso

Connect with us through **Instagram, YouTube, and Meta.**

Hostos CSO
Instagram



Hostos CSO
YouTube



Hostos CSO
Meta



Return to
Table of
Contents