



# READY to ROAR

## CAREER PROFICIENCIES

**WHAT IS SELF AWARENESS:** THE ABILITY TO IDENTIFY, ARTICULATE, AND DEVELOP ONE'S VALUES, INTERESTS, SKILLS, STRENGTHS, KNOWLEDGE, & EXPERIENCES RELEVANT TO PERSONAL GROWTH AND PROFESSIONAL SUCCESS.

PROFESSIONALISM | CAREER & SELF-DEVELOPMENT | EMOTIONAL INTELLIGENCE | TIME MANAGEMENT

### SAMPLE BEHAVIORS

- Act equitably with **integrity and accountability** to self, others, and the organization.
- Maintain a **positive personal brand** in alignment with organization and personal career values.
- Be **present and prepared**.
- Demonstrate **dependability** (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to **accomplish organizational goals**.
- Consistently **meet or exceed goals** and expectations.
- Have an **attention to detail**, resulting in few if any errors in work.
- Show a high level of **dedication** toward doing a good job.

### WHERE TO BUILD IT...

- Student employment
- Professional internships
- Center for Academic Success
- Wellness activities
- Engaged Citizens program
- Class discussions



### HOW TO TALK ABOUT IT

#### Resume Bullet Examples | *Self Awareness*

- **Adapt** personal communication style to meet the needs of each individual fifth grader on elementary basketball team.
- **Balance** a full-time student course load with the requirements of being a Division 1 Student-Athlete, including team meetings, volunteer opportunities, practices, and team travel.
- **Sought out** opportunities to learn new skills when tasks were slow at the office.
- **Recognized** mistakes and identified ways to address and rectify without oversight.
- **Represented** my student organization chapter at a national leadership conference, participating in multiple case study activities to build leadership skills.
- **Effectively communicated** with a multi-disciplinary team of engineering students on a yearlong capstone project.

### WHY EMPLOYERS CARE

- Tell me about a time when you had to put in **more effort** on a project than you initially expected.
- Describe a time when you **made a mistake** and how you went about rectifying the situation.
- What **unique skills and abilities** do you feel make you qualified for this position?
- What motivates you to put forth your **greatest effort**?
- Guide me through yesterday (or last week) and tell me **how you planned** the day's (or week's) activities.