A New Degree, A New You!

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The Walden Career Services Center aspires to be a cutting edge, global career services center preparing our learners to navigate career transition over a lifetime. To achieve this vision, we educate, advise and coach our learners to proactively manage their careers.
Learning Objectives

• Implement career management strategies to develop your degree.

• Identify your transferable skills.

• Set an action plan.
Career Management Is Always Evolving

- Career Management Intensity
  - How involved an individual is in his/her independent career management for any particular period of time.
  - Maintainers
    - Enjoy current work, stay up to date
  - Builders
    - Build on current knowledge to obtain rewards
  - Changers
    - Seek to change work focus

(Power, p. xii, 2006)
Make Informed Decisions

- Understand who you are
- Know and understand educational requirements
- Understand the workplace
- Research organizations

(Martinez, p. 7, 2002)
Be Engaged

• In your classes
  – Get to know your classmates and faculty
• Walden social change mission
Become Your Degree

- Go offline
  - Volunteer
  - Internship
  - Professional associations
  - Leadership roles
Have a Plan and Stay Organized

- Track your outreach
- Maintain a calendar
- Save each job description and documents

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<thead>
<tr>
<th>Date</th>
<th>Organization</th>
<th>Name/Title</th>
<th>Phone #</th>
<th>Result</th>
<th>Follow Up</th>
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Attitude Is Everything

- Have a can do attitude
- Take initiative
- Be determined
- Be a team player
- Be aware of what is going on in the career field
Stay Positive

• Use friends and family for support
• Get exercise
• Don’t overextend yourself
• Utilize Student Services
What Are Transferable Skills?

• Transferable skills apply in all professions
  – The set of skills that underlie your ability to execute the technical skills of your job effectively

• Technical skills in your current profession
  – Technical competencies that give you the ability to do your job

(Yates, p. 8, 2011)
Transferable Skills Employers Seek

http://www.quintcareers.com/job_skills_values.html
Personal Values Employers Seek

- Self-Motivated/Ability
- Work
- Self-Confidence
- Adaptability/Flexibility
- Dependability/Reliability/Responsibility
- Little
- Ethic/Tenacity
- Positive
- Values

- Learn
- Attitude/Motivation/Energy/Passion
- Dedication/Hard-Working/Work
- Honesty/Integrity/Morality
- Loyalty
- Professionalism
- Supervision
- Willingness

http://www.quintcareers.com/job_skills_values.html
Skills From the Classroom

• Ability to meet deadlines, thrive under deadline pressure
• Ability to handle multiple tasks
• Ability to achieve goals
• Ability to adapt
• Writing skills
• Research skills
• Online communication

http://www.quintcareers.com/classroom_transferable_skills.html
Local Non-Profit Seeking a Human Resources Associate

All Essential Functions to this position:

1. Job advertisement placement and posting.
2. Process employment and unemployment verifications
3. Request references from present or past employers of applicants.
4. Maintain personnel records ensuring timely and accurate records.
5. Provide general clerical and administrative support
What Experience Is Needed?

1. Ability to **effectively communicate** and work with all people.

2. Committed to being **service-oriented, dedicated to responsiveness, accuracy, and follow-through**.

3. Ability to **manage multiple tasks** to ensure that work/projects are completed in a timely and productive manner.

4. Ability to maintain confidentiality and **trustworthiness**.

5. Knowledge of **computers** and various programs
# Transferable Skills in Achievement Statements

## Office Assistant applying for HR Associate

<table>
<thead>
<tr>
<th>Function/Experience Desired</th>
<th>Your Achievement Statement</th>
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<tr>
<td>Service-oriented, dedicated to responsiveness, accuracy, and follow-through</td>
<td>• Dedicated to prompt customer service through answering phones, and providing immediate follow up.</td>
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<tr>
<td>Ability to manage multiple tasks to ensure that work/projects are completed in a timely and productive manner</td>
<td>• Managed 3 daily reports, office inventory, and assisted with budgets for multiple departments to ensure compliance with business standards</td>
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<tr>
<td>Provide general clerical and administrative support</td>
<td>• Performed office administrative duties for organization of 100 employees as needed to enhance the cohesiveness of the office.</td>
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Server in Restaurant Seeking Entry-Level Marketing Position

Cover Letter

In addition to my marketing coursework, I have employed marketing and customer-service skills in the restaurant field. In my most recent position, I marketed meals and other add-ons to customers and added value to their dining experience. I would like to apply the same sales savvy and interpersonal skills in the marketing position you have open.

Resume

• Fast-paced customer service position in one of the area’s finest restaurants and resorts.
• Gained excellent experience in public relations, special events planning and cash handling/reconciliation.
In Addition to Your Transferable Skills…

Remember your interpersonal skills.
How Do You Communicate?

• Professionalism
  – Written communication
  – Visual communication
  – Phone communication
Develop a “3G” Mindset

MINDSET is more important than your SKILL SET

– Global
  • Big picture perspective… lift your eyes out of the weeds

– Good
  • Sensitivity to people… do good for others around you

– Grit
  • That uncommon tenacity, intensity, resilience in everything that you do

(Reed, 2011)
Action Plan
What Can I Do Now?

• Informational interviews
• Obtain a mentor
• Start an accomplishments log
• Search for jobs
• Update your resume/CV
Work the Room!

• Networking and Professional Conferences
  – Professors
  – Local newspapers
  – Craigslist
  – Associations
  – Chamber of Commerce
  – Religious organizations
  – Bookstores
  – Walden Career Services website
  – LinkedIn
Write Down One SMART Goal

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time-Specific**
Resources


• http://www.quintcareers.com/job_skills_values.html
• http://www.quintcareers.com/classroom_transferable_skills.html
• http://www.quintcareers.com/transferable_skills_examples.html#retail
Additional Resources - Career Services Center

Looking to advance in your career? Transitioning to a new job? Enhancing your professional development and network? We’re here to help you navigate your career journey! We encourage you to set goals and assume active stewardship of your career progress from the very start of your academic program.

The Career Services Center offers:
- paths to self-knowledge;
- resources for job opportunities and career information;
- resume and curriculum vitae tips;
- guidance on networking and branding;
- strategies to help you prepare for interviews and land the job.

Click the link below to view the Career Services Center Overview Video.
Get Connected!

Join our Career Services LinkedIn Group
Follow us on Twitter
Read Walden student successes on our blog
Check out OptimalResume

Access Everything from Our CS Website: http://careercenter.waldenu.edu

Email: careerservices@waldenu.edu